

College Printing

# English 3200

SECOND EDITION

**A Programed Course in Grammar and Usage**

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HARCOURT BRACE JOVANOVICH

## PREFACE

One advantage of a programmed text is the opportunity it affords for empirical revision. With a traditional textbook, the author can judge only in a general, subjective way whether or not a given lesson is effective. It is difficult, however, to identify specific weak spots in the developing presentation.

The step-by-step structure of a programmed text, on the contrary, enables the author to pinpoint every flaw in the functioning of the program—whether it be lack of clarity, a gap in logic, insufficient emphasis, or a misleading direction—and eliminate it by revision.

In constructing a program, the author aims to keep the error frequency per frame under 10 percent. A higher frequency of error is a signal that revision of the frame or sequence of frames is called for. On the other hand, the author must guard against a too obvious “giveaway” program that enables the student to shift to low mental gear and proceed mechanically with very little challenge to his thinking. The proper balance can be achieved only by a minute statistical analysis of student responses to each frame.

Such an analysis has been carried out for this edition of *English 3200*. The revision is based on the results of use of the first edition with freshman students at the University of Arizona. For the painstaking and invaluable tabulation of the student responses to each frame, I am most grateful to Professor Billie Andrew Inman, the director of this study and Director of Freshman English at the University of Arizona; to the six instructors who assisted in the tabulation of the responses—Clark Atkinson, Marguerite Bishop, Gary Cooper, Hilda Frye, Elaine Olsson and Angelina Stromei; and to Elizabeth Hock, editorial assistant at Harcourt Brace Jovanovich, who collated most efficiently the huge amount of data resulting from this extensive try-out. I am also grateful to Professor Virginia A. Hajek of Southwest College, City Colleges of Chicago, for compiling the index, which is new to this edition.

JOSEPH C. BLUMENTHAL

## TO THE STUDENT

*English 3200*, Second Edition, is a programed course in grammar, sentence-building, usage, and punctuation designed to provide a quick recapitulation of the elements of language. A very substantial part of this programed text deals with devices of sentence construction and types of subordination. The book also has lessons on the placing of modifiers, dangling construction, parallelism, the reference of pronouns, and other grammatical concepts.

If this should be your first experience with a programed textbook, you will be interested in knowing why programed instruction is regarded as a major advance in education. Programed texts are making rapid headway as a teaching method for the following reasons:

1. When a course is programed, it is broken down into very minute and carefully arranged steps—approximately 3200 in the case of the present book—through which you reason your way, one small step at a time. There is no separation, as in conventional textbooks, between explanation and exercises; the two are woven tightly together. Every step—or frame—calls for a written response, which requires both *thinking* and *concentration*. Thinking your way, step by step, through a program is like following a very gradual path up a steep mountain. Without becoming winded or losing your footing, you suddenly discover that you have reached the top!

2. Programs are constructed on the principle of "errorless learning." The steps are so small and their order is so logical that, with reasonable concentration, you are not likely to make many mistakes. Should you, now and then, write the wrong answer, you are corrected immediately—before the error can become established. It is as though a watchful teacher were constantly looking over your shoulder—ready to put you back on the track the moment you wander off. Using a programed textbook is the nearest approach to having a private tutor.

3. With the usual language textbook, you first study the explanation, which you may or may not understand thoroughly. Next, you apply what you have studied to the exercises in the text—often with a feeling of uncertainty. Usually, it is not until the next day that you discover whether or not you did the exercises correctly.

With *English 3200*, however, as soon as you turn the page, you find out whether your reasoning was right. At this point something very important happens. The instant you find out that your answer is right, all doubt disappears and the idea "takes root," so to speak, in your brain.

The psychologists who developed programing call this *reinforcement*, and it is a most important factor in learning. The more often reinforcement takes place and the more quickly it follows the writing of your answer, the better you learn!

4. With programed instruction, you can progress at your own best rate. Many students have completed entire courses in a fraction of the time required by the traditional textbook method and have demonstrated a better mastery of the subject matter. With programed instruction, your mind is constantly in high gear. You lose no time waiting for other students to recite, correcting other students' papers, or listening to a discussion of other students' mistakes. In the rapidly developing world of today, education is becoming a longer and longer road. The time you save by this new scientific method can be used to advance yourself in literature, composition skills, discussion, and creative activities.

### How to Use English 3200

Each step (or frame) requires that you perform some operation. For example, in many of the frames, you will do one of two things:

1. If there is a blank line, write in the missing word or letter.

**Example:** Jones is the name of a person.

2. If there are two or more words or letters in parentheses, underline the correct answer.

**Example:** Jones is the name of a (person, place).

(Note: Your instructor will tell you whether to write your answers in the book or to write them in a separate notebook or on separate sheets of paper.)

The first work frame is Frame 2 (on page 3). After you complete Frame 2, turn to Frame 3 *in the same position* on the next *right-hand* page (page 5). In the column to the left of Frame 3, you will find the correct answer to Frame 2. If your answer is not correct, turn back and correct it before doing Frame 3. You will always find the answer to a frame in the column to the left of the frame that you are to do next. Thus, you find the answer to Frame 3 to the left of Frame 4, the answer to Frame 4 to the left of Frame 5, and so on.

Go completely through the book, taking only the top brown frame on each *right-hand* page (3, 5, 7, 9, 11, etc.) until you reach the end. When you reach the end of the book, turn back to page 1 and follow the second band—a white one—through the book, still working only on the *right-hand* pages. Then proceed to the third horizontal band, which is brown, going through all the *right-hand* pages. Continue in this way through the fourth, fifth, and sixth bands. When you come to the last white band on the last *right-hand* page (frame 1620), turn back to page 2 and start reading the brown bands at the top of the *left-hand* pages. Continue following each horizontal band through the *left-hand* pages. The last frame is 3232 on page 534.

The alternating bands of white and brown will make it easy for you to stay on the same horizontal band as you advance through the book. Since both



frame and answer are numbered (each in the lower right corner), you will always know where you are and where to go next.

### Getting the Most from English 3200

1. Whenever you are puzzled for the correct answer to a frame, read the frame very carefully again. Many of the frames contain clues that guide you to the right answer, although the clues gradually diminish as the lesson advances. You are not likely to make a mistake very often. When you do, look back a few frames and try to straighten out your thinking. When you can't help yourself, consult your instructor. With an ordinary textbook, it is difficult for your instructor to discover where your thinking jumped the track. With a programed text, your instructor can help you immediately at the precise point where you need assistance.

2. Take as much time as you need in figuring out your answer. But once you write your answer, *lose no time* in turning to the next frame to check its correctness. Scientific experiment has proved that the quicker you check your answer, the better you learn. *Even the lapse of a few seconds makes a big difference.*

3. *English 3200* is designed for students mature enough to want to improve their minds by thinking things through for themselves—the most effective way of learning and remembering. No student has paid a greater compliment to this book than the one who said, "It makes me think too much." Exercising your brain, like exercising your muscles, is sometimes a bit strenuous. But it is this effort that will develop your power to think systematically and to reason logically.

If you will use *English 3200* in a mature way, you may discover that you have acquired a better knowledge of grammar and usage—and in a fraction of the usual time. You may find, too, that you have developed your ability to think and to concentrate in a way that will be useful to you in all your studies. You will have profited by the latest and most exciting discoveries of science about how people learn!

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# 1 The Subject and Verb

## Lesson 1 in the Simple Sentence

[Frames 2–42]

adverb

270

In the following frames, each sentence contains two prepositional phrases in various combinations—two adjective phrases, two adverb phrases, or one of each. Before classifying each phrase, ask yourself, “Does this phrase describe a noun or pronoun, or does it answer a question about the verb?” (*Turn to the next frame.*)

271

**I have a friend** *who raises tropical fish.*

b

The adjective clause *who raises tropical fish* modifies the noun \_\_\_\_\_.

540

541

Put a comma after any participial phrase that comes at the beginning of a sentence.

b

- a. *Thinking the paint was dry* I sat on the bench.  
b. We removed the tree *shading the flower beds.*

Which sentence requires a comma? \_\_\_\_\_

810

811

- a. **His** *strong, calloused* hands were no strangers to work.  
b. **His** hands, *strong and calloused,* were no strangers to work.

before

In which sentence are the italicized adjectives given more emphasis? \_\_\_\_\_

1080

1081

pulp. High-grade  
or  
pulp; high-grade

**It was a wonderful party** **the best** I have ever attended.

1350

1351

	Try to apply parallel construction whenever you use the coordinating conjunctions <b>and</b> , <b>but</b> , and <b>or</b> , which generally connect words or word groups of the same type.	
similar	<b>Edison paid little attention to <i>what he ate or his clothes</i>.</b>	
1620	In this sentence does the conjunction <b>or</b> connect parallel word groups? (Yes, No)	1621
One	Underline the correct verb: <b>One of these steaks (<i>is, are</i>) enough for a meal.</b>	
1889		1890
cards	<b>The dishes <i>were laid</i> on the sink.</b>	
2158	What <i>were laid</i> on the sink? _____	2159
Yes	<b>GOOD and WELL.</b> Always use the adverb <b>well</b> —never the adjective <b>good</b> —to describe an action. A person eats <i>well</i> , plays <i>well</i> , or works <i>well</i> . a. This pen writes <i>well</i> .      b. This pen writes <i>good</i> . Which sentence is correct? _____	2428
2427		
their	From here on, write in the pronoun that is appropriate for formal usage: <b>Nobody was ever more confused about _____ relatives than I.</b>	
2696		2697
items:	<b>The Student Council makes suggestions in regard to such matters as lockers, the lunchroom, and homework and Mr. Shepard, the principal, discusses these suggestions with the faculty.</b>	
2965		2966

A sentence is a group of words that gives us a sense of completeness.

- a. The barking dog
- b. The dog is barking.

Which group of words is a sentence—*a* or *b*? \_\_\_\_\_

2

**This TV program brings the services (a) of a great university (b) into your home.**

After each letter, indicate whether the corresponding phrase is an *adjective* or an *adverb* phrase. (Notice that only one of these phrases can be moved to another position.)

(a) \_\_\_\_\_ phrase; (b) \_\_\_\_\_ phrase. 272

friend

I have a friend <sup>who raises tropical fish.</sup>

An adjective clause signal is nearly always a *pronoun*. This pronoun stands for the noun that the entire clause modifies. In the above sentence, the pronoun *who* stands for the noun \_\_\_\_\_.

541

542

Put a comma after any participial phrase that comes at the beginning of a sentence.

a

- a. We noticed a small dog *crossing the busy highway*.
- b. *Attempting to start a conversation* I made some remark about the weather.

811

Which sentence requires a comma? \_\_\_\_\_

812

b

- a. His *strong, calloused* hands were no strangers to work.
- b. His hands, *strong and calloused*, were no strangers to work.

1081

The italicized adjectives in sentence *b* are given more emphasis because they (*are, are not*) in their usual position.

1082

party, the

There were Mother's best dishes scattered all over the yard and filled with mud.

1351

1352



- No  
1621
- a. Edison paid little attention to *what he ate or his clothes*.  
b. Edison paid little attention to *what he ate or what he wore*.

In which sentence does the conjunction **or** connect parallel word groups? \_\_\_\_\_

1622

is  
1890

Once you state your subject, keep your mind on it until you select your verb. Don't let a noun in a prepositional phrase run away with your verb.

**Our supply of scientific books** (*was, were*) **inadequate**.  
The noun **supply** is singular; the noun **books** is plural. We choose the verb \_\_\_\_\_ to agree with the subject \_\_\_\_\_.

1891

PRESENT	PAST	PAST PARTICIPLE
lie (to rest)	lay	(have) lain
lay (to put)	laid	(have) laid

dishes

**Laid** is never a form of **lie**.

Would you ever use **laid** when you mean **rested**? (*Yes, No*)

2159

2160

a  
2428

WRONG: **This pen writes** *good*.  
This sentence is wrong because the adjective *good* cannot modify the verb \_\_\_\_\_.

2429

his (her)  
2697

**Almost anyone can increase** \_\_\_\_\_ **reading rate considerably**.

2698

homework;  
2966

**Somebody** maybe it was Lenore **had let the cat out of the bag**.

2967

		The dog is barking.	
	b	This group of words is a sentence because it gives us a sense of ( <i>completeness, incompleteness</i> ).	
	2		3
		Our new mayor is a man (a) <i>with a reputation</i> (b) <i>for great honesty</i> .	
	(a) adjective (b) adverb	After each letter, indicate whether the corresponding phrase is an <i>adjective</i> or an <i>adverb</i> phrase:	
	272	(a) _____ phrase; (b) _____ phrase	273
		I have a friend <i>who raises tropical fish</i> .	
	friend	The noun that the adjective clause modifies and the noun that the pronoun <i>who</i> stands for are ( <i>the same word, different words</i> ).	
	542		543
		When a participial phrase ends a sentence, look for the word it modifies. If it modifies the subject at the other end of the sentence, set it off with a comma.	
	b	a. We found Mr. Jenkins <i>hoeing his garden</i> . b. Mr. Jenkins was in the back yard <i>hoeing his garden</i> .	
	812	Which sentence requires a comma? _____	813
		a. The team, <i>tired and discouraged</i> , trudged back to the locker room. b. The <i>tired and discouraged</i> team trudged back to the locker room.	
	are not	In which sentence are the italicized adjectives given more emphasis? _____	
	1082		1083
		The return on a stock is called a dividend the return on a bond is called interest.	
	dishes (,) scattered	_____	
	1352		1353

**Ray's trouble is not that he doesn't earn enough money but spending it foolishly.**

b

Does the conjunction **but** connect parallel word groups? (Yes, No)

1622

1623

**Several pieces of the puzzle (*was, were*) missing.**

(verb) was  
(subject) supply

The noun **pieces** is plural, but the noun **puzzle** is singular. We choose the verb \_\_\_\_\_ to agree with the subject \_\_\_\_\_.

1891

1892

Underline the correct words. (*Note: These two sentences are parallel and require the same verb.*)

No

- a. The tired travelers (*lay, laid*) in bed all morning.  
b. My missing wallet (*lay, laid*) in the snow all winter.

2160

2161

Underline the correct word:

writes

**Brush your clothes (*good, well*) before putting them away.**

2429

2430

**Both women made the welfare of children \_\_\_\_\_ chief concern in life.**

his (her)

2698

2699

Somebody—  
Lenore—

**Murray is allergic to several foods for example, eggs and chocolate.**

2967

2968

**The dog is barking.**

completeness

This group of words gives us a sense of completeness because it (1) *names* what we are talking about, and (2) *tells* something about it.

Which two words belong to the *naming part* of the sentence?

3

4

(a) adjective

(b) adjective

(a) *In several states, the smoke* (b) *from this forest fire could be clearly seen.*

(a) \_\_\_\_\_ phrase; (b) \_\_\_\_\_ phrase

273

274

the same word

**I have a friend who raises tropical fish.**

The pronouns that start adjective clauses are called **relative pronouns** because they *relate* (or *connect*) the adjective clause to the sentence.

The clause signal *who* in the above sentence is called a

543

\_\_\_\_\_ pronoun.

544

b

a. **The director took us through the museum explaining all the important pictures.**

b. **The museum sold a guidebook explaining all the important pictures.**

Which sentence requires a comma because the participial phrase that ends the sentence modifies the subject? \_\_\_\_\_

813

814

a

Underline the word or phrase which is emphasized by a change from its normal position:

**For fifty years Grandmother attended the same church.**

1083

1084

dividend. The  
or  
dividend; the

**Ships are like people each having its own personality.**

1353

1354



No

a. **Ray's trouble is not that he doesn't earn enough money but that he spends it foolishly.**

b. **Ray's trouble is not that he doesn't earn enough money but spending it foolishly.**

In which sentence does the conjunction **but** connect parallel word groups? \_\_\_\_\_

1623

1624

(verb) were  
(subject) pieces

People frequently make errors in subject-verb agreement because they have the mistaken idea that adding an *s* to a verb in the present tense makes it plural.

**My shoe hurts.**

The subject **shoe** is singular, and the verb **hurts** is singular. The word that ends in *s* is the (*subject, verb*).

1892

1893

lay

Fill in the missing forms:

PRESENT

PAST

PAST PARTICIPLE

lay (to put)

(have) \_\_\_\_\_

2161

2162

well

Although **good** should not be used as an adverb, **well** may be used as an adjective to mean *in good health, of good appearance, or satisfactory*.

a. **Stir the paint *well* before using it.**

b. **Our dog is now *well* again.**

*Well* is used as an adjective in sentence (*a, b*).

2430

2431

their

Everyone has \_\_\_\_\_ own ideas about what constitutes success in life.

2699

2700

foods;  
*or*  
foods—

Your letter of application should state these facts **your age, education, and experience.**

(Note that this series is preceded by a grammatically complete statement.)

2968

2969

**The dog is barking.**

The dog

Which two words *tell* something about **the dog** and therefore belong to the *telling part* of the sentence?

4

5

- (a) adverb  
(b) adjective

**The invention (a) of the automobile has changed American life (b) in many ways.**

(a) \_\_\_\_\_ phrase; (b) \_\_\_\_\_ phrase

274

275

relative

**I have a friend who raises tropical fish.**

The relative pronoun *who* starts the adjective clause. It also stands for the noun \_\_\_\_\_, which the clause modifies.

544

545

In this and the following frames, combine each pair of sentences by changing the italicized sentence to a participial phrase. Insert a comma wherever needed.

a

**I read the list of winners. *I hoped to see my name.***

814

815

For fifty years

Underline the word or phrase which is emphasized by a change from its normal position:

**Resign he will not.**

1084

1085

people, each

**Red trudged to the sideline wiping the mud from his face.**

1354

1355

	Parallel construction is also needed when you use the words <b>than, as, and as well as</b> to make comparisons.	
a	<i>Writing is faster than to print.</i>	
1624	Are the italicized words parallel? ( <i>Yes, No</i> )	1625
	<b>My <u>shoes</u> <u>hurt</u>.</b>	
verb	Now the subject <b>shoes</b> is plural, and the verb <b>hurt</b> is plural. The word that ends in <i>s</i> is the ( <i>subject, verb</i> ).	
1893		1894
	In this and the following frames, underline the correct forms of <b>lie</b> and <b>lay</b> :	
laid, (have) laid	( <i>Lay, Lie</i> ) <b>your books aside and (<i>lay, lie</i>) down to rest for a while.</b>	
2162		2163
	Underline the correct words:	
b	<b>When the pressure is (<i>good, well</i>), the sprinkler works (<i>good, well</i>).</b>	
2431		2432
	If a housewife thinks of all the hungry people in the world, _____ will not waste food.	
his (her)		
2700		2701
	Practically all the accommodations hotels, motels, and tourist homes were jammed with vacationists.	
facts:		
2969		2970

is barking

5

- a. The argument was useless.  
b. A useless argument.

Which group of words is a sentence because it gives us a sense of completeness—*a* or *b*? \_\_\_\_\_

6

- (a) adjective  
(b) adverb

275

(a) *At feeding time, a large crowd always gathers* (b) *around the lions' cage.*

(a) \_\_\_\_\_ phrase; (b) \_\_\_\_\_ phrase

276

friend

545

I have a friend who raises tropical fish.

In the above sentence the relative pronoun *who* is the subject of the verb \_\_\_\_\_

546

I read the list of winners, hoping to see my name.

815

Continue to follow the directions for the previous frame:

*I read the list of winners. I hoped to see my name.*

816

Resign

1085

Underline the word or phrase which is emphasized by a change from its normal position:

**Of all the cakes I have ever eaten, this was the most delicious.**

1086

sideline, wiping

1355

## Lesson 37 When Does a Sentence End?

[Frames 1357-1357]

No

- a. *Writing is faster than printing.*
- b. *Writing is faster than to print.*
- c. *To write is faster than to print.*

Which is the one sentence in which the construction is not parallel? \_\_\_\_\_

1625

1626

subject

SINGULAR: My shoe hurts.

PLURAL: My shoes hurt.

In either the singular or plural sentence, is there a final *s* on both the subject and the verb? (*Yes, No*).

1894

1895

Lay, lie

PRESENT

lie (to rest)

lay (to put)

PAST

lay

laid

PAST PARTICIPLE

(have) lain

(have) laid

I (*laid, lay*) awake, trying to recall where I had (*lain, laid*) my receipt.

2163

2164

good, well

Underline the correct words:

You can't study (*good, well*) unless the light is (*good, well*).

2432

2433

she

Ask anybody where the Eiffel Tower is and \_\_\_\_\_ can tell you.

2701

2702

accommodations—  
homes—

The lighter seeds are scattered by the wind the heavier ones are distributed by squirrels.

2970

2971



<p>a</p> <p>6</p>	<p>a. Helping his friend. b. With the help of his friend. c. Joe helped his friend.</p> <p>Which group of words is a sentence because it gives us a sense of completeness—a, b, or c? _____</p> <p>7</p>
<p>(a) adverb (b) adverb</p> <p>276</p>	<p>Some words can be used as either <u>prepositions</u> or <u>adverbs</u>. These words, such as <i>before</i>, <i>behind</i>, <i>after</i>, <i>past</i>, <i>through</i>, <i>down</i>, and <i>around</i>, generally refer to direction. To decide how such a word is used, look for an <i>object</i>. If you find an object, the word in question is a (<i>preposition, adverb</i>).</p> <p>277</p>
<p>raises</p> <p>546</p>	<p>Let's take another look at the adjective clause signals.</p> <p>RELATIVE PRONOUNS: <b>who</b> (whose, whom), <b>which</b>, <b>that</b></p> <p><b>The student . . . essay wins receives a scholarship.</b></p> <p>Which relative pronoun would be appropriate in this sentence? _____</p> <p>547</p>
<p>Reading the list of winners, I hoped to see my name.</p> <p>816</p>	<p>Be sure to change the italicized sentence—not the main statement—to a participial phrase. If you lose your subject in so doing, put it back at the start of the main statement.</p> <p><i>Fred stood at the window. He saw the lightning strike.</i></p> <p>_____</p> <p>_____</p> <p>817</p>
<p>Of all the cakes I have ever eaten,</p> <p>1086</p>	<p>a. The Turners had little ready money although they owned a lot of land. b. Although they owned a lot of land, the Turners had little ready money.</p> <p>If you had written many sentences with the subject first, which sentence would break the monotony? _____</p> <p>1087</p>
	<p>Many sentence fragments come about in this way. You start out, for example, by writing—</p> <p><b>Walter plays golf.</b></p> <p>Is this a complete sentence? (<i>Yes, No</i>)</p> <p>1357</p>

- a. To read a foreign language is easier than to speak it.  
 b. Reading a foreign language is easier than speaking it.  
 c. To read a foreign language is easier than speaking it.
- b
- Which is the one sentence in which the construction is not parallel? \_\_\_\_\_
- 1626 1627

**The window opens.**

No

When you change this sentence to the plural, the final *s* on the verb **opens** (*remains, disappears*).

1895 1896

	PRESENT	PAST	PAST PARTICIPLE
	lie (to rest)	lay	(have) lain
	lay (to put)	laid	(have) laid

lay, laid

Underline the correct words:

**Your books will (*lay, lie*) there until you (*lay, lie*) them somewhere else.**

2164 2165

How do you decide whether to use **good** or **well** after a "sense" verb?

If the "sense" verb means an action, use **well** to describe this action.

Underline the correct word:

**I felt the cloth (*good, well*) before buying the coat.**

well, good

2433 2434

Any person making a telephone call should give \_\_\_\_\_ name at once.

he

2702 2703

The water was close to the top of the levee and it was rapidly rising.

(Punctuate so as to make the second idea very forceful.)

wind;

2971 2972

c	The <i>naming part</i> of a sentence is called the <b>complete subject</b> . A <b>complete subject</b> is usually built around a noun (or pronoun) that is known as the <b>simple subject</b> .	
7	The <b>complete subject</b> is likely to be ( <i>longer, shorter</i> ) than the <b>simple subject</b> —or <b>subject</b> , as we usually call it.	8

preposition	a. The dog trotted <i>behind</i> . b. The dog trotted <i>behind</i> the car.	
277	In which sentence is <i>behind</i> a preposition because it is followed by an object? _____	278

whose	<b>The lady whose car we bumped was very angry.</b> The adjective clause starts with the relative pronoun <i>whose</i> and ends with the word _____.	
547		548

Standing at the window, Fred saw the lightning strike.	<b>Mr. Day sued my father. He claimed that the accident was his fault.</b> _____ _____	
817		818

b	a. When it was first delivered, the Gettysburg Address made little impression. b. The Gettysburg Address made little impression when it was first delivered.	
1087	If you had written many sentences with the subject first, which sentence would break the monotony? _____	1088

Yes	<b>Walter plays golf.</b> Because you recognize this as a complete sentence with a subject and a verb, you close it with a _____.	
1357	(What punctuation mark?)	1358

Parallel construction does not mean having a word-for-word match between the parallel word groups. So long as the basic pattern is the same, minor differences do not matter.

c

**Is he really *calling the police* or just *pretending to call them*?**

In spite of their difference, the italicized word groups are parallel because *calling* is matched by \_\_\_\_\_

1627

1628

disappears

In the present tense, a verb without a final *s* may be either singular or plural (*I think, We think*), but with a final *s* (*he thinks, she thinks*), the verb is *always* singular.

. ? . thinks.

Could this verb possibly have a plural subject? (Yes, No)

1896

1897

lie, lay

PRESENT	PAST	PAST PARTICIPLE
lie (to rest)	lay	(have) lain
lay (to put)	laid	(have) laid

Underline the correct words:

**Mother (*laid, lay*) her glasses where she had usually (*laid, lain*) them.**

2165

2166

well

If the "sense" verb is used as a linking verb, as it more often is, follow it with the adjective **good** to modify the subject.

**A warm coat *feels* (= is) good on a chilly day.**

The adjective **good** modifies the subject \_\_\_\_\_.

2434

2435

his

## Lesson 75 Review: Pronoun Problems

[Frames 27015-2736]

2703

levee—

**We had only one objection to the house its distance from school.**

2972

2973

The old black dog wagged its shaggy tail.

longer

The **complete subject** of this sentence consists of four words—**The old black dog**.

The **simple subject**, or **subject**, is the one word \_\_\_\_\_.

8

9

a. Ralph fell *down* the stairs.

b. Ralph fell *down*.

b

In which sentence is *down* a preposition? \_\_\_\_\_

278

279

The lady whose car we bumped was very angry.

The lady \_\_\_\_\_ was very angry.

bumped

When we omit the adjective clause, do we have a complete sentence remaining? (*Yes, No*)

548

549

Mr. Day sued  
my father,  
claiming that  
the accident  
was his fault.

818

*Mrs. Kern held on to the purse-snatcher. She shouted for help.*

(Don't lose *Mrs. Kern* in your revision.)

\_\_\_\_\_

\_\_\_\_\_

819

For the sake of variety, move the adverb clause to the beginning of the sentence and set it off with a comma:

**Dad would bring me a pennant whenever he returned from a trip.**

a

\_\_\_\_\_

\_\_\_\_\_

1088

1089

Then as you continue thinking, you decide to qualify your statement by adding an adverb clause.

**Walter plays golf. Although he prefers tennis.**

period

Because you have already closed your sentence with a period, the clause becomes a sentence \_\_\_\_\_.

1358

1359



pretending

1628

*To face your problems squarely is more healthful than to run away from them.*

In spite of their difference, the italicized word groups are parallel because the infinitive *To face* is matched by the infinitive \_\_\_\_\_

1629

No

1897

We add an *s* to a verb in the present tense whenever we talk about any singular noun (*a car, the lunch, my friend*) or about any singular pronoun in the third person (*he, she, it, one*).

Underline the two singular subjects that would require a verb ending in *s*:

Planes

The road

They

It

1898

laid, laid

2166

Underline the correct words:

**My pen has (*lain, laid*) on the desk ever since I (*lay, laid*) it there.**

2167

coat

2435

**The popcorn smelled so *good* that we couldn't resist it.**

We use the adjective *good* because the word **smelled** is used as (*an action, a linking*) verb in this sentence.

2436

In this and the following frames, underline the correct pronoun. Do not go "by ear," but think of a reason for each choice you make.

**Between you and (*I, me*), Mrs. Colby doesn't like the gift.**

2705

house:  
or  
house—

2973

**Our cat likes only the most expensive foods for example, liver, salmon, and tuna fish.**

2974

<p>dog</p> <p>9</p>	<p>The old black dog wagged its shaggy tail.</p> <p>The <i>telling part</i> of a sentence is called the <b>complete predicate</b>.</p> <p>The <b>complete predicate</b> of this sentence consists of _____ words. (How many?)</p> <p>10</p>
<p>a</p> <p>279</p>	<p>a. Ralph fell <i>down</i> the stairs. b. Ralph fell <i>down</i>.</p> <p>In sentence <i>a</i>, <i>down</i> is a preposition because it is followed by the object <b>stairs</b>.</p> <p>In sentence <i>b</i>, <i>down</i> is an adverb that modifies the verb _____.</p> <p>280</p>
<p>Yes</p> <p>549</p>	<p><b>A boy who had never fished before caught the most fish.</b></p> <p>In this sentence the adjective clause starts with the relative pronoun _____ and ends with the word _____.</p> <p>550</p>
<p>Holding on to the purse-snatcher, Mrs. Kern shouted for help.</p> <p>819</p>	<p>Eliminate the <b>and</b> by changing the italicized statement to a participial phrase:</p> <p><i>The company expected a strike</i> <b>and bought a large amount of steel.</b></p> <p>820</p>
<p>Whenever he returned from a trip, Dad would bring me a pennant.</p> <p>1089</p>	<p>For the sake of variety, move the adverb clause to the beginning of the sentence and set it off with a comma:</p> <p><b>Sandy makes new friends wherever he goes.</b></p> <p>_____</p> <p>_____</p> <p>1090</p>
<p>fragment</p> <p>1359</p>	<p><b>Walter plays golf</b> <i>although he prefers tennis.</i></p> <p>Although the sentence could have ended after <b>golf</b>, does it end at this point? (<i>Yes, No</i>)</p> <p>1360</p>

Miss Ross gets acquainted with her students by *talking to them* and *discovering what their interests are*.

to run

Although the italicized word groups are quite different, they are parallel because the gerund *talking* is matched by the

1629

gerund \_\_\_\_\_

1630

- a. **A factory . . .**  
**The boat . . .**  
**She . . .**
- b. **Factories . . .**  
**The boats . . .**  
**They . . .**

The road, It

Suppose that each of these items were the subject of a sentence in the present tense.

1898

With which group would you use verbs that end in *s*? \_\_\_\_\_  
1899

**To sit** means "to take a sitting position" or "to be in place."  
**To set** means "to place something."

lain, laid

You always set *something*. You *set* a pan on the stove, a glass on the table, a box on the floor.

2167

**She *set* the pie on the windowsill to cool.**

What was *set* on the windowsill? \_\_\_\_\_  
2168

Underline the correct word in each sentence:

a linking

- a. **Cheap perfume doesn't smell** (*good, well*).  
b. **A person with a cold can't smell** (*good, well*).

2436

2437

Unless someone actually asks for your advice, don't offer (*him, them*) **any**.

me

2705

2706

foods;  
or  
foods—

2974

## Lesson 83 How to Use Quotation Marks

[Frames 2975-3014]

<p>four</p> <p>10</p>	<p>The complete predicate is built around the simple predicate, which we shall hereafter refer to as the <b>verb</b>. A <b>verb</b> makes—or helps to make—a statement about the subject.</p> <p><b>The old black dog wagged its shaggy tail.</b></p> <p>The <b>simple predicate</b>, or <b>verb</b>, around which the complete predicate is built is the one word _____.</p>
<p>fell</p> <p>280</p>	<p>a. <b>The farmers stood</b> <i>around</i> and chatted.</p> <p>b. <b>The farmers stood</b> <i>around</i> the courthouse.</p> <p>In which sentence is <i>around</i> a preposition? _____</p>
<p>who . . . before</p> <p>550</p>	<p><b>A boy who had never fished before</b> caught the most fish.</p> <p><b>A boy</b> _____ <b>caught the most fish.</b></p> <p>When we omit the adjective clause, do we have a complete sentence remaining? (<i>Yes, No</i>)</p>
<p>Expecting a strike, the company bought a large amount of steel.</p> <p>820</p>	<p>Eliminate the <b>and</b> by changing the italicized statement to a participial phrase:</p> <p><b>We walked along the shore</b> <i>and looked for a place to swim.</i></p> <p>_____</p> <p>_____</p>
<p>Wherever he goes, Sandy makes new friends.</p> <p>1090</p>	<p>For the sake of variety, move the adverb clause to the beginning of the sentence and set it off with a comma:</p> <p><b>A host should not eat until every guest has been served.</b></p> <p>_____</p> <p>_____</p>
<p>No</p> <p>1360</p>	<p><b>Walter plays golf</b> <i>although he prefers tennis.</i></p> <p>This sentence does not end after <b>golf</b> because the adverb clause modifies the verb _____ in the main statement.</p>

discovering

To avoid monotony, you may omit repeated words without destroying the parallelism.

**Fractions** can be changed to decimals, and decimals can be changed to fractions.

The three words that can be omitted from the word group after **and** are \_\_\_\_\_

1630

1631

**The ability of these children astonishes everyone.**

a

The verb **astonishes** agrees with the subject, which is (*ability, children*).

1899

1900

pie

After you *set* something, it *sits* there until you *set* it somewhere else.

Fill in the missing words:

I \_\_\_\_\_ a chair on the porch so that Dad could \_\_\_\_\_ in the sun.

2168

2169

a. good  
b. well

In this and the following frames, underline the correct modifier after you have decided whether the verb is used as an *action* or a *linking* verb:

**Mr. Collins felt quite (*angry, angrily*) about the bill.**

2437

2438

him

**(*We, Us*) fellows can finish the job in a few hours.**

2706

2707

A **direct quotation** repeats a person's remark directly in his own words. An **indirect quotation** reports a person's remarks indirectly in someone else's words.

a. Bob said, "I'll be home by ten."

b. Bob said that he would be home by ten.

The direct quotation is in sentence (*a, b*).

2976



wagged

The *subject* and the *verb* are the most important words in any sentence because they carry most of the meaning.

**Two small boys | rang our doorbell.**

The *subject* of this sentence is the noun \_\_\_\_\_.

The *verb* is the word \_\_\_\_\_.

11

12

b

a. The bus went *by* without stopping.

b. The bus went *by* the corner without stopping.

In which sentence is *by* a preposition? \_\_\_\_\_

281

282

Yes

If a complete sentence does not remain after we omit the adjective clause, we have not selected the clause correctly.

a. The rope (which controls the curtain broke).

b. The rope (which controls the curtain) broke.

The clause is correctly selected in sentence (a, b).

551

552

We walked  
along the shore,  
looking for a  
place to swim.

821

*Judy worked until midnight and finally completed her theme.*

\_\_\_\_\_  
\_\_\_\_\_

822

Until every  
guest has been  
served, a host  
should not eat.

1091

In this and the following frames, emphasize the italicized words by moving them from their normal position to another position in the sentence:

**He never could understand *geometry*.**

\_\_\_\_\_  
\_\_\_\_\_

1092

plays

Does the fact that a sentence could end at a certain point mean that it does end at this point? (Yes, No)

1361

1362

can be changed

**I feared that he would change his mind or that he would raise the price.**

The three words that can be omitted from the word group after **or** are \_\_\_\_\_.

1631

1632

ability

**The ability of these children astonishes everyone.**

The noun **children** is not the subject of the sentence but the object of the preposition \_\_\_\_\_.

1900

1901

set, sit

PRESENT  
**sit**  
**set (to place)**

PAST  
**sat**  
**set**

PAST PARTICIPLE  
**(have) sat**  
**(have) set**

The verb whose three forms are all alike is \_\_\_\_\_.

2169

2170

angry

**Your voice sounds (*differently, different*) on the tape.**

2438

2439

We

**Students should be encouraged to think for (*themselves, theirselves*).**

2707

2708

a

The word **that** is frequently used in changing a direct to an indirect quotation.

Rewrite the following sentence to make the quotation indirect (and use no quotation marks).

**Mother said, "I am ready."**

**Mother said \_\_\_\_\_**

2976

2977

(subject) boys  
(verb) rang

12

Throughout this book, we shall underscore the subject with one line and the verb with two lines.

Two small boys | rang our doorbell.

Indicate the *subject* and *verb* in the following sentence by underscoring:

A handsome blue car | stopped in front of our house. 13

## UNIT 2: THE PROCESS OF COMPOUNDING

b

282

### Lesson 8 Compound Parts and Compound Sentences

[From 294–324]

b

552

a. The blood (which flows from a wound) washes away the germs.

b. The blood (which flows from) a wound washes away the germs.

The clause is correctly selected in sentence (a, b). 553

Working until  
midnight,  
Judy finally  
completed her  
theme.  
822

A milk truck overturned and *caused a traffic jam for several miles.*

823

Geometry he  
never could  
understand.

1092

I have never eaten *such food.*

1093

No

1362

We built a cottage | on a hill | overlooking a lake | which was surrounded by pine trees.

At how many points could this sentence have been ended before the final period? \_\_\_\_\_

1363

that he would

1632

Put parentheses ( ) around the three words that can be omitted without destroying the parallelism:

**The bookkeeper keeps track of how much is coming in and how much is going out.**

1633

of

- a. The ability of these children astonishes everyone.  
b. The ability of these children astonish everyone.

In which sentence is the verb correct? \_\_\_\_\_

1901

1902

set

2170

PRESENT	PAST	PAST PARTICIPLE
sit	sat	(have) sat
set (to place)	set	(have) set

Fill in the missing words:

**Don't \_\_\_\_\_ the package where someone might \_\_\_\_\_ on it.**

2171

different

2439

**We looked through every drawer very (*thorough, thoroughly*).**

2440

themselves

2708

**Let's you and (*me, I*) try out for track.**

2709

(that) she was ready.

2977

Use quotation marks ("quotes" for short) to enclose only a *direct* quotation—one that repeats a person's exact words.

- a. Dad said You can use the car, Jim.  
b. Dad said that Jim could use the car.

Which sentence requires quotes because it is a direct quotation? \_\_\_\_\_

2978

car stopped

13

A handsome blue car | stopped in front of our house.

The subject **car** and the verb **stopped** carry more of the meaning of this sentence than any other two words we could possibly choose. (*True, False*)

14

Mr. Smith | owns a garage.

This sentence—like all complete sentences—can be divided into two major parts: the *complete subject* and the *complete*

284

The clause signal **where** can start either an adverb clause or an adjective clause.

a

If the clause modifies a verb, it is considered an adverb clause.

553

If the clause modifies a noun or pronoun, it is considered an \_\_\_\_\_ clause.

554

A milk truck  
overturned,  
causing a traffic  
jam for several  
miles.  
823

*Several planes circled the airport and waited their turn to land.*

824

Such food I  
have never  
eaten.

1093

*I never expect to be a millionaire.*

1094

three

1363

We built a cottage | on a hill | overlooking a lake | which was surrounded by pine trees.

This sentence could have been ended at each point marked by a vertical line. It does not end, however, until the final period because each phrase or clause modifies a word in the (*preceding, following*) phrase or clause.

1364



(how much is)

Put parentheses ( ) around the two words that can be omitted without destroying the parallelism:

I showed Jimmie how to set the camera and how to take pictures.

1633

1634

a

a. The abilities of this child astonishes everyone.

b. The abilities of this child astonish everyone.

In which sentence is the verb correct? \_\_\_\_\_

1902

1903

set, sit

Underline the correct words:

Tommy (*set, sat*) down where Mrs. Gibb had (*set, sat*) the biggest piece of cake.

2171

2172

thoroughly

Barbara feels (*bad, badly*) about losing her bracelet.

(Is this an action of Barbara's hands?)

2440

2441

me

I don't like mine as well as (*yours, your's*).

2709

2710

Always capitalize the first word of a direct quotation because it is the beginning of someone's sentence.

a

a. Dad said, "you can use the car, Jim."

b. Dad said, "You can use the car, Jim."

Which sentence is correct? \_\_\_\_\_

2978

2979

True	Verbs have a special characteristic that helps us to identify them. Verbs are the only words that can show by a change in their spelling whether they mean <i>present</i> or <i>past</i> time; for example, <b>cook—cooked, see—saw, speak—spoke.</b>	
14	What is the <i>past</i> form of the verb <b>jump</b> ? _____	15
predicate	<b>Mr. Smith and his son   own a garage.</b> The part of this sentence that now has two parts is the complete ( <i>subject, predicate</i> ).	
284		285
adjective	a. <b>I eat at the store</b> <i>where I work.</i> b. <b>I eat</b> <i>where I work.</i> In one sentence the clause is an adverb clause because it modifies a verb; in the other, it is an adjective clause because it modifies a noun.	
554	The adjective clause is in sentence ( <i>a, b</i> ).	555
Circling the airport, several planes waited their turn to land.	A present participle always ends with the letters _____	
824		825
A millionaire I never expect to be.	(Are you moving only the italicized word or words for emphasis?) <b>He would go in spite of everyone's advice.</b> _____ _____	
1094		1095
preceding	A sentence is something like a train. A train might have only five cars. However, we cannot point to the fifth car and say, "There's the end of the train" until we look to make sure no more cars are coming. Similarly, a sentence ends only when the ( <i>first, last</i> ) <i>grammatically connected</i> idea has been expressed.	
1364		1365

(how to)

1634

Put parentheses ( ) around the two words that can be omitted without destroying the parallelism:

**A tree can stand a strong wind because it is flexible and because it has deep roots.**

1635

b

1903

a. **Flowers** *decorate* each table.

b. **A vase of flowers** *decorates* each table.

Why are the verbs different? Their subjects are different.

In *a*, the plural noun **Flowers** is the subject.

In *b*, **flowers** has become the object of the preposition **of**,

and the subject is now the singular noun \_\_\_\_\_.

1904

sat, set

2172

Underline the correct words:

**Why would anyone want to (*sit, set*) where George (*set, sat*)?**

2173

bad

2441

**Rayna looked (*beautiful, beautifully*) in her new spring outfit.**

2442

yours

2710

**Mr. Crandall showed (*we, us*) boys his collection of old fire-arms.**

2711

b

2979

Underline the correct word:

**Eleanor said to Sandy, “(*that, That*) is your third piece of pie.”**

2980

jumped

15

PRESENT: I never eat oysters.

PAST: I never ate oysters.

In the changing of this sentence from *present* to *past* time, the only word that changed was the verb \_\_\_\_\_.

16

subject

285

Mr. Smith | owns and operates a garage.

The part of this sentence that now has two parts is the complete (*subject, predicate*).

286

a

555

I eat at the store *where I work*.

The clause *where I work* is an adjective clause because it modifies the noun \_\_\_\_\_.

556

ing

825

A participle is considered a verbal because it has the characteristics of both a verb and an \_\_\_\_\_.

826

Go he would,  
in spite of  
everyone's  
advice.

1095

**Fran's original and imaginative paintings won the interest of a famous artist.**

\_\_\_\_\_

\_\_\_\_\_

1096

last

1365

If you close a sentence with a period before you have included a *grammatically connected word group*, you produce a sentence \_\_\_\_\_.

1366

(because it)

In this and the following frames, rewrite the word group in parentheses, making it parallel with the italicized phrase:

*An old book is not necessarily better than* \_\_\_\_\_

\_\_\_\_\_. (one that is new)

1635

1636

**A vase of flowers . . . each table.**

vase

Since the plural noun **flowers** comes right before the verb, it will try to grab the verb, which belongs to the singular subject **vase**. If you are not on your guard, this can easily happen.

**A vase of flowers** (*decorates, decorate*) **each table.**

1904

1905

sit, sat

Underline the correct words:

**The box was still** (*sitting, setting*) **where I had** (*set, sat*) **it.**

2173

2174

beautiful

**You can hear very** (*good, well*) **in the balcony.**

2442

2443

us

**I repeated the directions until I was sure that he understood** (*it, them*).

2711

2712

That

**Dad said, "You can use the car, Jim."**

What punctuation mark separates the direct quotation from the words that introduce it? \_\_\_\_\_

2980

2981



eat  16	<p>PRESENT: <b>Some of the boys ride to school.</b>  PAST: <b>Some of the boys rode to school.</b></p> <p>Because <b>ride</b> is the only word that changed, we can be sure that it is a _____.</p>
predicate  286	<p><i>Compound</i> means "having more than one part."  When a structural part of a sentence consists of two or more parts, that part is said to be <b>compound</b>.</p> <p><b>Mr. Smith and his son</b>   <u>own</u> and <u>operate</u> a garage.</p> <p>Both parts of this sentence are _____.</p>
store  556	<p>a. <b>We camped</b> <i>where there were few trees.</i>  b. <b>We camped on a field</b> <i>where there were few trees.</i></p> <p>The adjective clause is in sentence (a, b).</p>
adjective  826	<p>A participial phrase can come either before or after the noun it modifies. (<i>True, False</i>)</p>
Fran's paintings, original and imaginative, won ... or Original and imaginative, Fran's ... 1096	<p>You can give a word or word group its greatest emphasis by leaving it in its normal position. (<i>True, False</i>)</p>
fragment  1366	<p>Remember, too, that the length of a word group has nothing to do with its being a sentence or not. Two words may form a sentence provided they are a subject and verb and make sense by themselves.</p> <p>a. <b>Neighbors objected.</b>      b. <b>The neighbors.</b></p> <p>Which is a complete sentence? _____</p>

a new one.

The doctor advised Uncle John *to get a pole and* \_\_\_\_\_  
\_\_\_\_\_. (that he should go fishing)

1636

1637

decorates

**The operation of this machine requires much skill.**

The singular verb **requires** agrees with the singular subject of this sentence, which is (*operation, machine*).

1905

1906

sitting, set

**To rise** means "to go up" or "to get up."  
**To raise** means "to make something rise" or "to lift something."

We always raise *something*—a cover, a window, or a cloud of dust. As a result of our action, the cover, the window, or the cloud of dust (*raises, rises*).

2174

2175

well

**I didn't sleep (*good, well*) because of the noise.**

2443

2444

them

**(*Those, Them*) are the finest cattle in the state.**

2712

2713

a comma

**Dad said, "You can use the car, Jim."**

Both the comma and the period come (*before, after*) the quotation marks with which they are used.

2981

2982

A small number of verbs have the same form for both present and past time; for example, *hit, cut, let, put, hurt, cost*.

- verb
- a. We *hit* the ball back and forth.
  - b. We *bat* the ball back and forth.

In which sentence could the verb mean either present or past time? \_\_\_\_\_

compound

287

**Mr. Smith and his son | own and operate a garage.**

Although both the subject and the predicate of this sentence are compound, the sentence can still be divided into two major parts. These two major parts are the *complete subject* and the *complete* \_\_\_\_\_.

288

- b
- a. My friend telephoned *when I was very busy*.
  - b. My friend telephoned on a day *when I was very busy*.
- 557
- The clause that is used as an adjective clause because it modifies a noun is in sentence (a, b).
- 558

True

## Lesson 22 Subordination by Past Participles

[Frames 529-606]

827

False

Putting an adverb or an adverbial word group ahead of the subject should not be done too often because it is the exception rather than the rule. (*True, False*)

1097

1098

### The neighbors

- a
- These two words do not form a sentence because there is no \_\_\_\_\_ to make a statement about the subject **neighbors**.
- 1367

1368

(to) go fishing.

Peggy had the habit of turning on the radio and \_\_\_\_\_  
\_\_\_\_\_ (to forget to turn it off)

1637

1638

operation

(Remember always to keep your eye on the subject when choosing your verb.)

**The operation of this machine requires much skill.**

If we changed **this machine** to **these machines**, would you need to change the verb? (*Yes, No*)

1906

1907

rises

PRESENT  
rise (to get up)  
raise (to lift)

PAST  
rose  
raised

PAST PARTICIPLE  
(have) risen  
(have) raised

Fill in the correct words:

Be sure to \_\_\_\_\_ when I \_\_\_\_\_ my hand.

2175

2176

well

**Taste the soup (*well, good*) before you add more salt.**

2444

2445

Those

**Are you going to ride with (*they, them*) or (*we, us*)?**

2713

2714

before

Now let's turn our sentence around:

**"You can use the car, Jim," said Dad.**

A comma still separates the quotation from the rest of the sentence.

Does this comma still come before the quotes? (*Yes, No*)

2982

2983

a

Underscore the subject with one line and the verb with two lines:

**Players from both teams scrambled over the field.**

18

19

predicate

Any sentence that can be divided into two parts—a subject and a predicate—is a simple sentence. It doesn't matter if either part or both parts are compound.

**Mr. Smith and his son | own and operate a garage.**

Although this sentence has a compound subject and a compound predicate, is it still considered a simple sentence? (Yes, No)

288

289

b

**A man that looked like a reporter asked me several questions.**

The adjective clause starts with the word \_\_\_\_\_

and ends with the word \_\_\_\_\_.

558

559

**the *cracking* ice      a *falling* rock      a *steaming* potato**

All the italicized words are used like adjectives because they modify \_\_\_\_\_. (What class of words?)

829

True

## Lesson 29 Some Useful Adverb Clause Devices

[Frames 1100–1138]

1098

verb  
(or predicate)

**The neighbors, who were annoyed by Harold's practicing his trombone at all hours of the day and night,**

Now the subject **neighbors** is followed by a long adjective clause that modifies it.

As yet, does the subject **neighbors** have a verb to tell what the annoyed neighbors *did*? (Yes, No)

1368

1369



(of) forgetting  
to turn it off.

Ruth's friends and relatives like her *because she is generous*  
and \_\_\_\_\_. (her unselfishness)  
(Note: Do not repeat words unnecessarily.)

1638

1639

No

The opportunity for advancement seems very good.  
If we changed **opportunity** to **opportunities**, would you need  
to change the verb? (Yes, No)

1907

1908

	PRESENT	PAST	PAST PARTICIPLE
rise, raise	rise (to go up)	rose	(have) risen
	raise (to lift)	raised	(have) raised

Underline the correct word:  
Food prices **had** (*risen, rose*) because of the severe drought.

2176

2177

well

This engine won't run (*good, well*) on ordinary gasoline.

2445

2446

them, us

(*Ours, Our's*) steers more easily than (*theirs, their's*).

2714

2715

Yes

Dad said, "You can use the car, Jim."  
"You can use the car, Jim," said Dad.  
When a comma and quotes or a period and quotes come  
together, always put the comma or period first.  
Punctuate this sentence completely:

2983

This is going to be hard to explain    sighed Jerry

2984

Players scrambled

19

Underscore the subject with one line and the verb with two lines:

**A huge, spreading maple stands in front of the church.**

20

**The wind | was blowing.**

**The water | was rough.**

Yes

Each of these sentences can be divided into a subject and a predicate.

289

Therefore each of these sentences is a (*simple, compound*) sentence. 290

that . . . reporter

559

**A man that looked like a reporter asked me several questions.**

Write the sentence that remains after you remove the clause.

560

nouns

829

**the *cracking* ice      a *falling* rock      a *steaming* potato**

The italicized words, which resemble both adjectives and verbs, are participles.

They are *present* participles because they end in \_\_\_\_\_.

830

You are familiar with adverb clauses that begin with **if** and answer the question, "On what condition?"

***If I had taken more time, I could have done better.***

The verb in the clause consists of the two words \_\_\_\_\_.

1100

No

1369

**The neighbors, who were annoyed by Harold's practicing his trombone at all hours of the day and night,**

In spite of its eighteen words, this word group is still *not* a sentence but only a subject modified by a clause.

It cannot become a sentence until we supply a verb to make a statement about the subject \_\_\_\_\_.

1370

unselfish.

*Watching the game on television was almost as good as*  
\_\_\_\_\_ (if you were there)

1639

1640

Don't let the object of a preposition steal your verb. It's the subject that counts.

Yes

a. The purpose of these laws . . .

b. The purposes of this law . . .

Which subject would require a singular verb—*a* or *b*? \_\_\_\_\_

1908

1909

risen

Underline the correct word:

**As the water flows into the lock, the ship** (*raises, rises*).

2177

2178

well

## Lesson 68 Review: Adjective and Adverb Problems

(Frames 2448–2466)

2446

Ours, theirs

**People should try to see** (*themselves, themselves*) **as others see them.**

2715

2716

"This is going to be hard to explain," sighed Jerry.

2984

a. "You can't take it with you", said Mrs. Murphy.

b. "You can't take it with you," said Mrs. Murphy.

Which sentence is correct? \_\_\_\_\_

2985

maple stands

20

Underscore the subject with one line and the verb with two lines:

**A large black cat with yellow patches emerged from the bushes.**

21

simple

290

Now let's combine our two simple sentences into one sentence by using the conjunction **and**.

**The wind was blowing, and the water was rough.**

Can we split this sentence into two parts so that we will have just a subject on one side and just a predicate on the other? (Yes, No)

291

A man asked  
me several  
questions.

560

**The world owes its scientific progress to men and women who are driven by an insatiable curiosity.**

The adjective clause starts with the word \_\_\_\_\_  
and ends with the word \_\_\_\_\_.

561

ing

830

a. ***the cracking ice***      a ***falling rock***      a ***steaming potato***  
b. ***the cracked ice***      a ***fallen rock***      a ***steamed potato***

The italicized words after letter *b* are also used as adjectives.  
Were they also formed from verbs? (Yes, No)

831

had taken

1100

The "if" idea can also be expressed without using the clause signal **if** at all.

**Had I taken more time, I could have done better.**

We recognize this as a clause only because of its unusual word order. The subject *I*, instead of coming first, comes between the two parts of the \_\_\_\_\_

1101

neighbors

1370

**The neighbors, *who were annoyed by Harold's practicing his trombone at all hours of the day and night*, complained.**

Now we have a completed sentence because we have added the verb \_\_\_\_\_, which makes a statement about the subject **neighbors**.

1371

being there.

1640

Frank had the choice of making up his back payments or \_\_\_\_\_ (he would lose the car)

1641

a

1909

One of you (*is, are*) always teasing the other.

Suppose that the prepositional phrase of **you** were omitted. Which verb would you choose to agree with the subject **One**?  
\_\_\_\_\_

1910

rises

2178

Underline the correct words:

**This** (*raised, rose*) **a problem that never had** (*arose, arisen*) **before.**

2179

In this and the following frames, underline the correct modifier or, in some cases, the word appropriate for formal usage:

**You will** (*sure, surely*) **sleep** (*soundly, sound*) **after so much strenuous exercise.**

2448

themselves

2716

(*He, Him*) and (*I, me*) were the only ones who knew.

2717

b

2985

For variety, we sometimes split a quoted sentence and put the *he said*, or a similar expression, between its two parts.

**"A blowout at high speed,"** *he said*, **"may prove fatal."**

We must use two sets of quotes in order to exclude the words \_\_\_\_\_ from the quotation.

2986



cat emerged

21

Continue to follow the directions for the previous frame:

**An expensive silver pin disappeared from the counter.**

22

No

291

The wind was blowing, and the water was rough.

When we divide this sentence at the conjunction, we have a complete sentence—not just a subject or a predicate—on each side of the conjunction.

This is not a simple sentence because we cannot divide it into two parts: a *subject* and a \_\_\_\_\_

292

who . . . curiosity

561

**The statistics which the speaker quoted were out-of-date.**

The adjective clause starts with the word \_\_\_\_\_ and ends with the word \_\_\_\_\_.

562

Yes

831

- a. **the *cracking* ice**      a *falling* rock      a *steaming* potato  
b. **the *cracked* ice**      a *fallen* rock      a *steamed* potato

The italicized words after *b* are also participles because they were formed from verbs and are used as adjectives. However, they are not *present* participles because they do not end in \_\_\_\_\_.

832

verb

1101

- a. *I had taken more time*  
b. *Had I taken more time*

Do both word groups contain exactly the same words? (Yes, No)

1102

complained

1371

Could a word group consist of fifty or sixty words and still not be a sentence? (Yes, No)

1372

(of) losing  
the car.

1641

Our biggest problem is *to plan programs and* \_\_\_\_\_  
\_\_\_\_\_  
(keeping up the members' interest)

1642

is

1910

- a. One of you is always teasing the other.
- b. One of you are always teasing the other.

In which sentence is the verb correct? \_\_\_\_\_

1911

raised, arisen

2179

Underline the correct words:

Although prices (*rose, raised*), my salary didn't (*raise, rise*).

2180

surely, soundly

2448

He can't do the work (*satisfactory, satisfactorily*) in such a short time.

2449

He, I

2717

The amount of the bill surprised Dad more than (*I, me*).

2718

he said

2986

"A blowout at high speed," *he said*, "may prove fatal."  
If we omit the words *he said* from the above sentence, we have (*one sentence, two sentences*) remaining.

2987

pin disappeared

22

The pond across the road seldom freezes before December.

23

predicate

292

A sentence made by joining two (or more) simple sentences with the conjunction **and**, **but**, or **or** is called a **compound sentence**.

a. The wind was blowing, and the water was rough.

b. Mr. Smith and his son own and operate a garage.

Which can be split into two separate sentences? \_\_\_\_\_ 293

which . . . quoted

562

**This soap is for people whose skin is sensitive to ordinary soap.**

The adjective clause starts with the word \_\_\_\_\_

and ends with the word \_\_\_\_\_.

563

ing

832

a. the cracking ice      a falling rock      a steaming potato

b. the cracked ice      a fallen rock      a steamed potato

The participles after *b* are **past participles**.

The participles that do not end in *-ing* are the (*present, past*) participles.

833

Yes

1102

a. I had taken more time

b. Had I taken more time

Which word group by its unusual word order tells you that it is not a sentence but a clause? \_\_\_\_\_

1103

Yes

1372

Each of the following news stories consists of several word groups. Where necessary, insert a period and a capital letter to show where one sentence ends and the next begins.

**Roy dropped his penny into the slot and picked up the card which was supposed to tell his fortune his friends laughed because the card was blank.**

1373

(to) keep up  
the members'  
interest.

1642

**The Potters were** *the first to arrive* and \_\_\_\_\_  
\_\_\_\_\_. (they left last)

1643

Here is another rule of subject-verb agreement:

A verb should agree in number with its subject, not with a subject complement that may follow it.

a

a. **My favorite fruit is apples.**

b. **Apples are my favorite fruit.**

1911

Which sentence contains a plural subject? \_\_\_\_\_

1912

rose, rise

Two forms of **lie-lay**, **sit-set**, or **rise-raise** (of which only the first letters are printed) are needed in each sentence. Complete each word, remembering not to use any form of **lay**, **set**, or **raise** unless the sentence tells to *what* the action is done.

2180

**L\_\_\_\_\_ down and I'll I\_\_\_\_\_ a cold cloth on your forehead.**

2181

satisfactorily

**Don's excuse seemed very** (*reasonable, reasonably*) **to his employer.**

2449

2450

me

**Dad was more surprised about the bill than** (*I, me*).

2718

2719

one sentence

**"A blowout at high speed," he said, "may prove fatal."**

Because the second part of the quotation is a continuation of the same sentence that was interrupted by *he said*, it begins with a (*small, capital*) letter.

2987

2988

pond freezes

23

My only key to the house fell through a crack in the steps.

24

a

293

One of these sentences is a compound sentence; the other is a simple sentence with a compound subject and predicate.

a. The wind was blowing, and the water was rough.

b. Mr. Smith and his son own and operate a garage.

Which sentence is compound because it can be split into two separate sentences? \_\_\_\_\_

294

whose . . . soap

563

The car which won the first automobile race traveled at five miles per hour.

The adjective clause starts with the word \_\_\_\_\_ and ends with the word \_\_\_\_\_.

564

past

833

Most past participles end in *-ed* (entertained), *-d* (told), *-en* (broken), *-n* (torn), and *-t* (bent).

The past participle of a verb is the form you would use after *have*; for example, *have opened*, *have broken*, *have torn*.

The past participle of *see* is \_\_\_\_\_.

834

b

1103

a. If I had taken more time, I could have done better.

b. Had I taken more time, I could have done better.

The word order of the clause in sentence *b*—just like the clause signal \_\_\_\_\_ in sentence *a*—tells us that the word group is an adverb clause.

1104

fortune. His

1373

Continue to follow the directions for the previous frame. Be careful not to produce any sentence fragments.

To attract a deer a hunter attached a pair of antlers to his head mistaking him for a deer another hunter shot him he was not injured seriously.

1374



the last  
to leave.

Babe Ruth showed his self-confidence *by pointing to a spot*  
and \_\_\_\_\_  
\_\_\_\_\_ (he would hit a home run there)

1643

1644

b

**Tires . . . my biggest expense.**

The missing verb should agree in number with the subject  
(*Tires, expense*).

1912

1913

Lie, lay

Continue to follow the directions for the previous frame:

**Uncle Mac I \_\_\_\_\_ some newspapers on the grass and  
I \_\_\_\_\_ down for a nap.**

2181

2182

reasonable

**You can (*sure, surely*) get a job (*easily, easy*) right before  
Christmas.**

2450

2451

i

**(*It's, Its*) all (*your's, yours*) for the asking.**

2719

2720

small

Underline the correct word:

**"Everything here," complained Mrs. Jones, "(*seems, Seems*)  
to be out of order."**

2988

2989

### A big green milk truck

This group of words is only a subject. There is no predicate to tell what the truck did or what happened to it.

key fell

A big green milk truck

- a. ahead of our car
- b. stopped suddenly

24

Which group of words is a predicate—*a* or *b*? \_\_\_\_\_

25

a

- a. The fall and winter are cold.
- b. The winters are cold, and the summers are hot.

Which is a simple sentence with a compound subject? \_\_\_\_\_

294

295

which . . . race

## Lesson 15 Variations of the Adjective Clause

(Frames 566–594)

564

seen

Remember that the past participle of a verb is the same form you would use after *have*.

The past participle of **teach** is \_\_\_\_\_.

834

835

If

- a. *If I had taken more time, I could have done better.*
- b. *Had I taken more time, I could have done better.*

The adverb clause in sentence *b* is not better or worse than the adverb clause in sentence *a*. It enables you, however, to add greater (*clearness, variety*) to your sentences.

1104

1105

head. Mistaking  
. . . him. He

Mr. McGeorge put up a scarecrow to keep the robins away from his strawberry patch later he saw a robin perching right on the scarecrow's head.

1374

1375

(by) hitting a  
home run there.

1644

*Being a good listener is just as important as \_\_\_\_\_*  
*\_\_\_\_\_ . (to talk well)*

1645

Tires

1913

a. Tires . . . my biggest expense.

b. My biggest expense . . . tires.

In which sentence would you use the singular verb **was**—  
*a or b?* \_\_\_\_\_

1914

laid, lay

2182

Judy's coat has I \_\_\_\_\_ on that chair ever since she  
I \_\_\_\_\_ it there.

2183

surely, easily

2451

The fan will run more (*quiet, quietly*) if you oil it (*good, well*).

2452

It's, yours

2720

Two girls, Irene and (*she, her*), did most of the art work.

2721

seems

2989

"Everything here," complained Mrs. Jones, "seems to be out  
of order."

We set off **complained Mrs. Jones** with commas because it  
interrupts the quoted sentence.

Both commas, as well as the period, come (*before, after*)  
the quotes.

2990

Do not mistake words or phrases that merely describe the subject for a predicate. A predicate must have a verb to help make a statement about the subject.

b

**A large crowd**      a. of curious and noisy youngsters  
                                 b. surrounded the TV truck

25

Which group of words is a predicate—*a* or *b*? \_\_\_\_\_

26

a. The fall and winter are cold.

3

b. The winters are cold, and the summers are hot.

Which is a compound sentence? \_\_\_\_\_

295

296

RELATIVE PRONOUNS: who (whose, whom), which, that

These are the relative pronouns that serve as clause signals for \_\_\_\_\_ clauses.

566

taught

The past participle of wear is \_\_\_\_\_.

835

836

*If you should hear of a job, let me know.*

variety

Eliminate the *If* in this clause by putting the subject between the two parts of the verb *should hear*.

1105

\_\_\_\_\_, let me know.

1106

patch. Later

A father advised his young son who was interested in collecting moths to go to the library and get a book on moths. The boy came back with a book entitled *A Handbook for Young Mothers*.

1375

1376

being a  
good talker.

1645

Our purpose should be *to discover the truth rather than*  
*(proving ourselves right)*

1646

b

1914

Young drivers are our main traffic problem.  
Now let's turn this sentence around and supply the correct  
verb:

Our main traffic problem \_\_\_\_\_ young drivers.

1915

lain, laid

2183

Why would anyone I \_\_\_\_\_ a glass where Wanda has  
I \_\_\_\_\_ it?

2184

quietly, well

2452

The company is usually quite (*prompt, promptly*) in giving  
service.

2453

she

2721

I like to play chess because it makes (*you, me*) think.

2722

before

2990

Punctuate this sentence:

The only thing we have to fear \_\_\_\_\_ said President Franklin D.  
Roosevelt \_\_\_\_\_ is fear itself

2991



b

In this and the following frames, write *S* if the word group is just a subject; *P* if it is just a predicate; *SP* if it has both a subject and predicate that form a complete sentence. (Capitals and periods are omitted so as not to reveal the answer.)

26

most large European cities \_\_\_\_\_

27

b

Only one of these sentences is a compound sentence because it can be split into two parts—each with its own subject and predicate.

a. I paid my check and waited for my change.

b. I paid my check, and the waiter brought me my change.

296

Which is the compound sentence? \_\_\_\_\_

297

adjective

We sometimes use a preposition before the relative pronoun; for example, **with which**, **for which**, **to whom**. In such cases the preposition belongs to the adjective clause.

**The pen *with which* he wrote was scratchy.**

566

The first word of the adjective clause is (*with*, *which*).

567

worn

Past participles—like present participles—also form useful phrases that modify nouns and pronouns.

**The woman, *annoyed by the smoke*, changed her seat.**

836

The past participial phrase in this sentence modifies the noun \_\_\_\_\_.

837

Should you hear  
of a job,

***If I were in your place*, I should do the same thing.**

1106

The verb in the adverb clause is \_\_\_\_\_

1107

moths. The  
(boy)

**Annoyed by crows** a New Brunswick farmer set a box trap for them going to his trap the next day he saw an unusual sight a silver fox and a litter of five little ones.

1376

1377

(to) prove  
ourselves right.

1646

The teacher can't tell whether an error is caused *by ignorance* or \_\_\_\_\_. (whether you were careless)

1647

is

1915

The main attraction of the town is the fine shops.

Now let's turn this sentence around and supply the correct verb:

The fine shops \_\_\_\_\_ the main attraction of the town.

1916

lay, laid

2184

Mother I \_\_\_\_\_ awake, wondering where she had I \_\_\_\_\_ her diamond ring.

2185

prompt

2453

If you can think (*clearly, clear*), you should be able to write (*good, well*).

2454

me

2722

Let's you and (*I, me*) circulate a petition.

2723

"The only . . .  
fear," said  
President . . .  
Roosevelt,  
"is fear itself."

2991

Punctuate this sentence:

Whenever I play \_\_\_\_\_ said Ruth Ann \_\_\_\_\_ the dog jumps up on the piano

2992

S S, P, or SP?  
complained about the very slow service \_\_\_\_\_

27

28

b Fred's teammates shook his hand and patted him on the back.  
There are a subject and a verb *before* the conjunction **and**.  
Are there also a subject and a verb *after* the conjunction  
and? (Yes, No)

297

298

with The pen with (which he wrote) was scratchy.  
The pen (with which he wrote) was scratchy.  
Read each sentence, omitting the words in parentheses. If  
the remaining words are a sentence, the clause was correctly  
selected.

567

568

woman A past participial phrase can often be shifted about.  
*Annoyed by the smoke, the woman changed her seat.*  
**The woman, annoyed by the smoke, changed her seat.**  
*The woman changed her seat, annoyed by the smoke.*  
Can a past participial phrase be some distance away from  
the noun it modifies? (Yes, No)

837

838

were a. *If I were in your place, . . .*  
b. *Were I in your place, . . .*  
The verb in clause *a* consists of one word—*were*.  
To eliminate the *If* in clause *b*, put the verb (*before, after*)  
the subject *I*.

1107

1108

them. Going Motorists near Albany suddenly turned up their car win-  
dows and shifted into reverse gear when they saw three  
hundred skunks parading across the state highway.

1377

1378

(by)  
carelessness.

1647

## Lesson 46 Avoiding *Is* When and *Is* Where Construction

[Frames 1649–1650]

are

1916

In this and the following frames, underline the verb that agrees in number with its subject. Don't be fooled by the object of a preposition that might come between the subject and the verb or by a subject complement that might follow the verb.

The decision of the judges (*is, are*) final.

1917

lay, laid

2185

Aunt Lou s\_\_\_\_\_ the biggest piece of pie at the place where Ronnie would s\_\_\_\_\_.

2186

clearly, well

2454

The legislature was (*kind of, rather*) indifferent to the passage of this bill.

2455

me

2723

In this and the following frames, underline the pronoun that is appropriate for careful speech and formal writing:

(*Who, Whom*) will the American people elect to the Presidency next November?

2724

"Whenever I play," said Ruth Ann, "the dog jumps up on the piano."

2992

Another way to obtain variety is to put the *he said* (or whatever expression you use) between two separate sentences.

"I can't believe it," said Tom. "You must be joking."

If we omit the words *said Tom* from the above sentence, we have (*one sentence, two sentences*) remaining.

2993

P	<i>S, P, or SP?</i>	the music stopped _____	
28			29
No	Fred's teammates shook his hand and patted him on the back. Is this a compound sentence? ( <i>Yes, No</i> )		
298			299
is	The doctor for whom Alice worked urged her to become a nurse. The first word of the adjective clause is ( <i>whom, for</i> ).		
568			569
Yes	Ed threw himself on the grass, <i>exhausted from the race</i> . The participial phrase is separated by several words from the word it modifies, the noun _____		
838			839
before	a. <i>If I <u>were</u> in your place, I should do the same thing.</i> b. <i><u>Were I</u> in your place, I should do the same thing.</i> The unusual word order of the clause in sentence <i>b</i> serves the same purpose as the clause signal _____ in sentence <i>a</i> in telling us that the word group is an adverb clause.		
1108			1109
This is all one sentence.	A farmer examined his cow's foot to see why she had been limping for the past five weeks in her hoof he found his wife's diamond ring which had disappeared exactly five weeks ago.		
1378			1379



It is not reasonable to define something as a *time* or *place* when it clearly is *not* a time or a place.

WRONG: A tragedy *is when* a play has an unhappy ending.

WRONG: A tragedy *is where* a play has an unhappy ending.

Is a tragedy either a *time* or a *place*? (*Yes, No*)

1649

is

His only source of income (*was, were*) odd jobs.

1917

1918

set, sit

Our guest s\_\_\_\_\_ down before we had even s\_\_\_\_\_ the table.

2186

2187

rather

The jury was (*somewhat, sort of*) surprised that the judge's sentence was not more (*severe, severely*).

2455

2456

Whom

It should have been (*they, them*) who were penalized.

2724

2725

two sentences

"I can't believe it," said Tom. "You must be joking."

To show that the second part of the quotation is a new sentence, we put a period after *Tom* and follow it with a (*small, capital*) letter.

2993

2994

SP	<i>S, P, or SP?</i> supplies electric power to several states _____	
29		30
No	Fred's teammates shook his hand and patted him on the back. Although this is not a compound sentence, one of its parts is compound. This sentence has a compound ( <i>subject, predicate</i> ).	300
299		
for	The doctor for whom Alice worked urged her to become a nurse. The adjective clause begins with the preposition <b>for</b> and ends with the word _____.	570
569		
Ed	PRESENT PARTICIPLE: <i>Neglecting his friends, Carl read the newspaper.</i> PAST PARTICIPLE: <i>Neglected by his friends, Carl read the newspaper.</i> The phrase with the ( <i>present, past</i> ) participle represents Carl as <i>doing something</i> .	840
839		
If	In this and the following frames, eliminate the <i>if</i> in each italicized adverb clause by changing the word order of the clause: <b>I should have written Alva</b> <i>if I had known her address.</i> <b>I should have written Alva</b> _____ _____	1110
1109		
weeks. In	Alvin Phalen a Canadian trapper caught a wolf by its tail he dragged it over the snow and killed it with one of the skis which he was wearing.	1380
1379		

	<p>To define a <b>tragedy</b> as a <i>time</i> or a <i>place</i> seems as far off the track as to define an elephant as a kind of vegetable.</p> <p>a. A tragedy <i>is when</i> a play has an unhappy ending.  b. A tragedy <i>is where</i> a play has an unhappy ending.  c. A tragedy is a <i>play</i> with an unhappy ending.</p>	
No	Which definition makes the best sense? _____	1650
1649		
was	Conditions in this hospital ( <i>require, requires</i> ) investigation.	
1918		1919
sat, set	I s_____ my chair under a tree to avoid s_____ in the hot sun.	
2187		2188
somewhat, severe	Mrs. Rosen treats the kindergarten tots ( <i>lovely, in a lovely manner</i> ).	
2456		2457
they	I cannot see how anybody in ( <i>their, his</i> ) right mind can believe such nonsense.	
2725		2726
capital	<p>Punctuation and capitals are omitted from the following sentences to avoid revealing the answers.</p> <p>a. If Ross pitches <i>said Bob</i> we will surely win  b. Ross is pitching <i>said Bob</i> we will surely win</p> <p>In which line does <i>said Bob</i> stand between two separate sentences? _____</p>	
2994		2995

P S, P, or SP?  
my dad has a good sense of humor \_\_\_\_\_

30

31

predicate

The most common conjunctions that connect the two parts of a compound sentence are **and**, **but**, and **or**.

- a. The movie bored the adults but pleased the children.
- b. The movie bored the adults, but the children liked it.

In which sentence does the conjunction **but** connect the two parts of a compound sentence? \_\_\_\_\_

300

301

worked

The bottle *in which* the lotion comes costs more than the lotion.

Is the preposition *in* part of the adjective clause? (Yes, No)

570

571

present

PRESENT PARTICIPLE: *Neglecting his friends*, Carl read the newspaper.

PAST PARTICIPLE: *Neglected by his friends*, Carl read the newspaper.

The phrase with the (*present*, *past*) participle represents Carl as *having had something done to him*.

840

841

had I known  
her address.

*If Stover were willing to run*, he would win hands down.

\_\_\_\_\_, he would win hands down.

1110

1111

tail. He

Because his truck wouldn't start on a cold day a man built a fire under the engine a barrel of oil exploded blowing the roof off his garage and burning his house down a friend was also injured.

1380

1381

<p>c</p> <p>1650</p>	<p>The temptation to use <i>is when</i> or <i>is where</i> arises whenever you are asked to explain a technical term used in school studies, science, business, sports, fashions, and so on. The first step in defining something is to ask yourself what general type of thing it is.</p> <p>A tariff is a (<i>game, tax, fine</i>) . . .</p> <p>1651</p>
<p>require</p> <p>1919</p>	<p>One of your sleeves (<i>look, looks</i>) shorter than the other.</p> <p>1920</p>
<p>set, sitting</p> <p>2188</p>	<p>Although our costs have r_____ considerably, we have not r_____ our prices.</p> <p>2189</p>
<p>in a lovely manner</p> <p>2457</p>	<p>The vase of pink and white peonies looked (<i>nice, nicely</i>) on the altar.</p> <p>2458</p>
<p>his</p> <p>2726</p>	<p>The Martins always insist on (<i>our, us</i>) staying for dinner.</p> <p>2727</p>
<p>b</p> <p>2995</p>	<p>Note the difference in the punctuation and capitalization in these sentences:</p> <p>a. "If Ross pitches," said Bob, "we will surely win."  b. "Ross is pitching," said Bob. "We will surely win."</p> <p>Quotation <i>b</i> is handled differently from quotation <i>a</i> because it consists of (<i>one sentence, two sentences</i>).</p> <p>2996</p>



SP

*S, P, or SP?*

a bottle of red ink \_\_\_\_\_

31

32

b

- a. The movie bored the adults but pleased the children.
- b. The movie bored the adults, but the children liked it.

In which sentence is a comma used before the conjunction but? \_\_\_\_\_

301

302

Yes

The bottle in which the lotion comes costs more than the lotion.

The adjective clause begins with the preposition *in* and ends with the word \_\_\_\_\_.

571

572

past

To show that something *has been done* to a person or a thing, we use a (*present, past*) participle.

841

842

Were Stover  
willing to run,

*I'll let you know if I should change my mind.*

*I'll let you know \_\_\_\_\_*  
\_\_\_\_\_.

1111

1112

engine. A (barrel)  
down. A (friend)

A policeman gave a man a traffic ticket for walking too slowly in front of an automobile and forcing the driver to jam on his brakes the man was Eddie Tolan the former champion runner.

1381

1382

**A tariff is a *tax* . . .**

tax

After you give the general classification, add a word, phrase, or clause to differentiate the thing you are defining from other things of the same class.

**A tariff is a tax charged on (*income, imports*).**

1651

1652

looks

**One important cause of traffic congestion (*is, are*) the huge office buildings.**

1920

1921

risen, raised

**Gloria r\_\_\_\_\_ the cover to see if the dough had r\_\_\_\_\_.**

2189

2190

nice

Should we choose the adverb *badly* to describe the action of the team's hands, or the adjective *bad* to describe the team's emotions?

**The team felt (*badly, bad*) about the poor attendance at the game.**

2458

2459

our

**Just suppose that it was (*we, us*) who were starving.**

2727

2728

two sentences

**"Ross is pitching," said Bob. "We will surely win."**

"We will surely win" is a separate sentence.

Before starting our new sentence with a capital, we must close the first sentence by putting a \_\_\_\_\_ after **Bob**.

2996

2997

S

S, P, or SP?

the linoleum on our kitchen floor \_\_\_\_\_

32

33

b

a. I can call for you or meet you at school.

b. I can call for you, or we can meet at school.

In which sentence does the conjunction **or** connect the two parts of a compound sentence? \_\_\_\_\_

302

303

comes

The bottle in which the lotion comes costs more than the lotion.

The bottle \_\_\_\_\_ costs more than the lotion.

When we omit the adjective clause, do we have a complete sentence remaining? (Yes, No)

572

573

past

To emphasize that the action of a participle has been entirely completed before another action, use *having* before the past participle (*having finished*, *having seen*).

a. *Glancing through the paper, I laid it aside.*b. *Having glanced through the paper, I laid it aside.*

842

Which sentence is correct? \_\_\_\_\_

843

should I change  
my mind.

*If it were not for the mosquitoes, camping would be fun.*

\_\_\_\_\_

camping would be fun.

1112

1113

brakes.  
The (man)

Disturbed by yowling cats a woman in Maine fired her husband's revolver into the dark to frighten them away she found a dead wildcat the next morning and collected fifteen dollars the state bounty for a wildcat.

1382

1383

imports

- a. A tariff is when a tax is charged on imports.
- b. A tariff is where a tax is charged on imports.
- c. A tariff is a tax charged on imports.

Sentence c is correct because a **tariff** is not defined as a *when* or a *where*, but as a \_\_\_\_\_.

1652

1653

is

**Clothes** (*was, were*) her main topic of conversation.

1921

1922

raised, risen

**Just as they r\_\_\_\_\_ to leave, Suzanne r\_\_\_\_\_ another problem.**

2190

2191

bad

**Because it was April Fool's Day, Dick tasted the candy** (*suspicious, suspiciously*).

2459

2460

we

**To** (*who, whom*) did Washington turn for advice?

2728

2729

period

- a. "This is a good story," said Dan. "It holds your interest."
  - b. "This is a good story," said Dan, "it holds your interest."
- Which quotation is correct? \_\_\_\_\_

2997

2998

	<i>S, P, or SP?</i>	
S	some parts of the world get mail only once or twice a year _____	
33		34
	<p>a. I can call for you or meet you at school.</p> <p>b. I can call for you, or we can meet at school.</p> <p>b</p> <p>In which sentence is a comma used before the conjunction or? _____</p>	
303		304
	<p>a. The things (at which the audience laughed) were very silly.</p> <p>b. The things at (which the audience laughed) were very silly.</p> <p>Yes</p> <p>In which sentence is the clause correctly identified? _____</p>	
573		574
	<p>a. <i>Having finished his homework, Fred went to bed.</i></p> <p>b. <i>Finishing his homework, Fred went to bed.</i></p> <p>b</p> <p>Which sentence is correct? _____</p>	
843		844
	<p>We should have started earlier <i>if we had known the distance.</i></p> <p>We should have started earlier _____</p> <p>_____</p>	
Were it not for the mosquitoes,		
1113		1114
	<p>Benjamin Morris of Kansas City couldn't sleep because the scratching of a branch against his house disturbed him after sawing off the limb he found himself back in bed but this time in a hospital he had sat on the wrong end of the limb while he sawed.</p> <p>away. She</p>	
1383		1384



tax

- a. Astronomy is the science of the heavenly bodies.  
b. Astronomy is when you study the heavenly bodies.

Sentence *a* is correct because **astronomy** is not defined as a *when*, but as a \_\_\_\_\_.

1653

1654

were

Kelly's years of experience (*qualify, qualifies*) him for the job.

1922

1923

rose, raised

## Lesson 61 Keeping Your Tenses Consistent

(Frames 2193–2230)

2191

suspiciously

Burning leaves smell *very* (*pleasant, pleasantly*) in the autumn.

2460

2461

whom

Nobody likes to feel that (*he is, they are*) being pushed around.

2729

2730

a

Supply all necessary punctuation. (*Note: Since **Cats** starts a new sentence, watch your punctuation after **Sally**.*)

You are wrong    said Sally    Cats do show affection

2998

2999

SP	<i>S, P, or SP?</i> moves through the water by a kind of jet propulsion _____	
34		35
b	We put a comma before the conjunction <b>and</b> , <b>but</b> , or <b>or</b> when it connects the two parts of a compound ( <i>sentence, predicate</i> ).	
304		305
a	a. We were eager to try the dishes which have made this inn famous. b. We were eager to try the dishes for which this inn is famous. In which sentence does a preposition precede the relative pronoun which signals the clause? _____	
574		575
a	It is very simple to change a sentence to a past participial phrase when its verb consists of two words—some form of <i>be</i> followed by a past participle; for example, <i>is built</i> , <i>was invited</i> , <i>were surprised</i> . <b>It was taken from a plane.</b> Does the above sentence contain such a verb? ( <i>Yes, No</i> )	
844		845
had we known the distance.	The adverb <b>once</b> can sometimes be used as an adverb clause signal in place of <i>if</i> , <i>when</i> , <i>after</i> , or <i>as soon as</i> . a. <i>If you break the seal, you can't return the film.</i> b. <b>Once you break the seal, you can't return the film.</b> In which sentence does the condition expressed by the clause seem more emphatic and final? _____	
1114		1115
him. After . . . hospital. He	As he saw a man running from his delivery truck with a crate of eggs a milkman hurled a bottle of milk at the thief and knocked him unconscious the milkman identified himself to the police as Art Wells star pitcher for the Bowman Dairy baseball team.	
1384		1385

science      **Astronomy is the science of the heavenly bodies.**  
 In defining **astronomy**, first we classify it as a **science**. Then  
 to distinguish it from many other sciences, we add the modi-  
 fying phrase \_\_\_\_\_  
 1654      1655

qualify      **This article claims that high wages (*is, are*) the best way of  
 preventing a business depression.**  
 1923      1924

*Tense* means *time*. The tense of a verb shows the time of its  
 action—present, past, or future.  
 a. I *feel* good today.  
 b. I *felt* good yesterday.  
 The verb is in the past tense in sentence \_\_\_\_\_.  
 2193

pleasant      **The scheme sounded rather (*dishonest, dishonestly*) to me.**  
 2461      2462

he is      **Pasadena and (*we, ourselves*) are tied for first place.**  
 2730      2731

"You are wrong,"  
 said Sally. "Cats  
 do show affection."  
 2999      Supply all necessary punctuation:  
**This snapshot isn't good    said Dick    There wasn't enough  
 sun**  
 3000

P

*S, P, or SP?*

the kindly old doctor in this small Iowa town \_\_\_\_\_

35

36

sentence

**The man fumbled in his pocket and pulled out a letter.**Should a comma be inserted after the word **pocket**? (*Yes, No*)

305

306

b

**The conditions . . . *which we played* were difficult.**

The adjective clause in this sentence requires a preposition.

Underline the preposition that would make the best sense:

**by   under   at   with**

575

576

Yes

**(It was) taken from a plane.**

To change the above sentence to a past participial phrase, start your phrase with the "ready-made" past participle

\_\_\_\_\_, dropping all the words that precede it.

845

846

b

Underline the clause signal that makes the clause more emphatic:

**(Once, If) you feed a stray cat, you can't get rid of it.**

1115

1116

unconscious.  
The (milkman)**To celebrate the opening of his theater   the owner decided to give a television set   to the person holding the lucky ticket   when the number was called   seventy-two people flocked to the box office   each having the lucky number the printer had made a slight mistake.**

1385

1386

of the heavenly  
bodies

1655

- a. A polygon is where a figure has more than four sides.  
b. A polygon is a figure having more than four sides.

Which definition is correct? \_\_\_\_\_

1656

are

1924

One in every eight persons in the United States (*own, owns*)  
a dog.

1925

b

2193

- a. I *feel* good today.  
b. I *felt* good yesterday.  
c. I *shall feel* better tomorrow.

The verb is in the future tense in sentence \_\_\_\_\_

2194

dishonest

2462

Many people felt (*badly, bad*) about the results of the  
election.

2463

we

2731

The first ones to arrive were Paul and (*her, she*).

2732

"This . . . good,"  
said Dick.  
"There wasn't  
enough sun."

3000

Use only one set of quotes ("—") to cover any number of  
sentences provided that the quotation is not interrupted.  
Supposing that each line represents a separate sentence,  
supply the necessary quotation marks:

The chairman said, \_\_\_\_\_.

3001



	<i>S, P, or SP?</i>	
S	a giant explosion with the force of a billion atom bombs sometimes occurs on the sun _____	
36		37
No	<p>The man fumbled in his pocket and <sup>↑</sup> pulled out a letter.</p> <p>Suppose that we added the pronoun <b>he</b> at the point indicated by the arrow. Would it then be correct to insert a comma after <b>pocket</b>? (<i>Yes, No</i>)</p>	
306		307
under	<p>The conditions under which we played were difficult.</p> <p>The adjective clause begins with the preposition <b>under</b> and ends with the word _____.</p>	
576		577
taken	<p>This is a picture of our town. (<i>It was</i>) <i>taken from a plane.</i></p> <p>This is a picture of our town <i>taken from a plane.</i></p> <p>The participial phrase modifies the noun _____.</p>	
846		847
Once	<p>Make this sentence more emphatic by using a "once" clause:</p> <p><i>After my tests are over, I shall have more time.</i></p> <p>_____, I shall have more time.</p>	
1116		1117
ticket. When . . . number. The (printer)	<p>A sparrow picked up a lighted cigarette butt and carried the butt to its nest on the Henrys' house a two-story frame structure which caught on fire the nest was a total loss although firemen put out the blaze before much damage was done to the house.</p>	
1386		1387

- b
- a. Amnesia is when one loses his memory.
  - b. Amnesia is loss of memory.

Which definition is correct? \_\_\_\_\_

1656

1657

owns

(Think this one over carefully before you select your verb.)

**A few drops of oil (*do, does*) the trick.**

1925

1926

- c
- a. I *feel* good today.
  - b. I *felt* good yesterday.
  - c. I *shall feel* better tomorrow.

In which sentence is a change in time shown by a change in the spelling of the verb? \_\_\_\_\_

2194

2195

bad

**A cold shower feels (*good, well*) on a hot day.**

2463

2464

she

**We are unable to take a step without (*them, their*) complaining of the noise.**

2732

2733

The chairman  
said, "\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_."

Supply the necessary quotation marks. (Note that a colon is generally used to introduce a long or formal quotation.)

**As Professor Brown remarked: A people that is ignorant of its history is like an individual without a memory. It can learn nothing from its past experience. It will make the identical mistakes again and again.**

3001

3002

SP *S, P, or SP?*  
several families in our neighborhood \_\_\_\_\_

37

38

Yes

The three conjunctions commonly used to connect the two parts of a compound sentence are **and**, **but**, and **or**.

In a compound sentence, we generally put a comma before the \_\_\_\_\_ **and**, **but**, or **or**.

307

308

played

Although relative pronouns are usually a signal that an adjective clause is starting, the relative pronoun is sometimes omitted.

**Most of the things (*that*) we fear never happen.**

Can the clause signal be omitted in the above sentence? (*Yes, No*)

577

578

picture

**The roads were covered with ice.**

What is the two-word verb in this sentence? \_\_\_\_\_

847

848

Once my tests  
are over,

Subordinate the italicized statement by changing it to a "once" clause:

*You sign the contract, and you can't change your mind.*

\_\_\_\_\_, you

1117

can't change your mind.

1118

fire. The (nest)

1387

## Lesson 38 Pronouns as a Cause of Run-on Sentences

[Frames 1385-1430]

Of course, when we are really speaking about *time* or *place*, it is permissible to use *is when* or *is where*.

b

a. **Saturday** *is when* the contest closes.

b. A yearling *is when* an animal is one year old.

In which sentence is the use of *is when* permissible? \_\_\_\_\_

1657

1658

do

**The construction of houses, churches, and schools** (*continue, continues*) **at a high rate.**

1926

1927

b

a. I *feel* good today.

b. I *felt* good yesterday.

c. I *shall feel* better tomorrow.

In which sentence is a change in time shown by the addition of a helping verb? \_\_\_\_\_

2195

2196

good

**These scissors don't cut as** (*well, good*) **as they once did.**

2464

2465

their

(*Who, Whom*) **can a child trust more than his own parents?**  
(*Note: The subject of the verb can trust is the noun child.*)

2733

2734

remarked: "A  
people  
... again."

3002

Whenever the speaker changes, begin a new paragraph and use another set of quotes.

**It's a burglar** said Ron. **It's a dog** said Ann. **It's your imagination** said Dad.

How many paragraphs and sets of quotes would this material require? \_\_\_\_\_

3003

S

The *predicate* of a sentence makes a statement about the \_\_\_\_\_

38

39

conjunction

The man fumbled in his pocket and pulled out a letter.  
The movie bored the adults but pleased the children.  
I can call for you or meet you at school.

Not one of these sentences is a compound sentence.

Each one is a sentence with a compound (*subject, predicate*).

308

309

Yes

We can learn to recognize these "no signal" clauses if we watch for a *subject-verb* combination right after a noun.

**Most of the things we fear never happen.**

Here we have a *subject-verb* combination right after the noun \_\_\_\_\_.

578

579

were covered

**The roads *were covered* with ice.**

Is one of the words in the two-word verb a past participle? (Yes, No)

848

849

Once you sign the contract,

Subordinate the italicized statement by changing it to a "once" clause:

*A false idea gets into circulation, and it is difficult to uproot it.*

1118

\_\_\_\_\_, it is difficult to uproot it.

1119

Running one sentence into another without a period (or other end mark) and a capital letter to separate them produces a **run-on** sentence. A run-on sentence is the opposite error of a sentence fragment.

A fragment is less than a sentence; a run-on sentence is \_\_\_\_\_ than a sentence.

1389



- a. A pinch hitter *is where* one player bats for another.  
b. The city hall *is where* you register to vote.

a

In which sentence is the use of *is where* permissible? \_\_\_\_\_

1658

1659

continues

## Lesson 54 Recognizing Singular and Plural Subjects

[Frames: 1929–1969]

1927

Do not shift from one tense to another unless there is an actual shift in the time of the action.

c

*Phil accepted the job and then changes his mind.*

Are both italicized verbs in the same tense? (Yes, No)

2196

2197

well

**Our new radio doesn't sound as (*well, good*) as the old one.**

(Note: The test for this Unit is combined with the test for Unit 11.)

2465

2466

Whom

**Everybody held (*his, their*) breath as the car skidded into the intersection.**

2734

2735

three

In this and the following frames, circle the letter of the sentence that is correctly punctuated and capitalized:

- a. The doctor said, "That I needed more sleep."  
b. The doctor said, "You need more sleep, Clyde."

3003

3004

subject	Every word in a sentence belongs to either the <i>complete subject</i> or the <i>complete</i> _____.	
39		40
predicate	<p>The man fumbled in his pocket and pulled out a letter.  The movie bored the adults but pleased the children.  I can call for you or meet you at school.</p> <p>Does any one of these sentences have a comma before the conjunction <b>and</b>, <b>but</b>, or <b>or</b>? (Yes, No)</p>	
309		310
things	<p><b>Most of the things we fear never happen.</b></p> <p>The subject of the adjective clause is _____, and the verb is _____.</p>	
579		580
Yes	<p>(<i>The roads were</i>) covered with ice. <b>They were treacherous.</b></p> <p>We can change the italicized sentence to a participial phrase by starting the phrase with the past participle _____.</p>	
849		850
Once a false idea gets into circulation,	<p>Another more unusual type of adverb clause begins with <b>now that</b>. These words, similar in meaning to <b>because</b>, are useful in sentences stating <i>cause and effect</i>.</p> <p>a. <b>Because you are eighteen, you can vote.</b>  b. <b>Now that you are eighteen, you can vote.</b></p> <p>Which sentence suggests that the cause is recent? _____</p>	
1119		1120
more	<p>The writer of a run-on sentence doesn't know where a sentence ends. He is like an absent-minded person who reaches the end of a dock and keeps right on walking.</p> <p><b>WRONG: The lights were dimmed the concert began.</b></p> <p>Here one sentence runs into the next. The first sentence should end with the word _____</p>	
1389		1390
page 79		

b

1659

Be on guard against the *is when* and *is where* mistake whenever you are asked to point out the climax, turning point, surprise, or most interesting incident in a book or story.

- a. The turning point was where Rita decided to become a nun.  
b. The turning point was Rita's decision to become a nun.

Which sentence is correct? \_\_\_\_\_

1660

The following words are singular because they refer to only one person or thing at a time. They require singular verbs.

each	either	neither	any one
each one	either one	neither one	every one

Underline the correct verb:

Each (*is*, *are*) right.

1929

No

2197

- a. Phil *accepted* the job and then *changes* his mind.  
b. Phil *accepted* the job and then *changed* his mind.

Which sentence is correct because both verbs are in the same tense? \_\_\_\_\_

2198

## UNIT 11: SOLVING YOUR PRONOUN PROBLEMS

good

2466

### Lesson 69 The Nominative and the Objective Case

[Frames 2468-2501]

his

2735

Paul and (*myself*, *I*) wrote all the invitations.

2736

b

3004

- a. Will Rogers, the cowboy philosopher, once said, "So live that you wouldn't be afraid to sell the family parrot to the village gossip."  
b. Will Rogers, the cowboy philosopher, once said, "so live that you wouldn't be afraid to sell the family parrot to the village gossip."

3005

predicate	The heart of the <i>complete subject</i> is the <i>subject</i> . The heart of the <i>complete predicate</i> is the <i>simple predicate</i> , commonly called the _____.	40	41
No	We do not ordinarily use a comma before the conjunction that connects the two parts of a compound ( <i>predicate, sentence</i> ).	310	311
(subject) we (verb) fear	A good test for a "no signal" adjective clause is to see whether we can insert a relative pronoun before it. <b>Pete described the kind of boat he expects to build.</b> Can we insert <i>which</i> or <i>that</i> before the word <b>he</b> ? ( <i>Yes, No</i> )	580	581
covered	( <i>The roads were</i> ) covered with ice. <b>They were treacherous.</b> <i>Covered with ice, they were treacherous.</i> In changing the italicized sentence to a participial phrase, we lost the subject _____.	850	851
b	a. <i>Because Dale has a job, he takes more interest in his appearance.</i> b. <i>Now that Dale has a job, he takes more interest in his appearance.</i> Which sentence suggests that Dale's job is something recent? _____	1120	1121
dimmed	In most run-on sentences, we find a comma between the two run-together sentences. a. <b>After the lights were dimmed, the concert began.</b> b. <b>The lights were dimmed, the concert began.</b> Which is a run-on sentence? _____	1390	1391

Since words such as *climax*, *turning point*, *surprise*, and *incident* are nouns, they are best explained by other nouns or gerunds (verbal nouns ending in *-ing*).

b

- a. The **climax** was when Velvet won the National Derby.
- b. The **climax** was Velvet's victory in the National Derby.

In which sentence is **climax** explained by a noun? \_\_\_\_\_ 1661

1660

The words **each**, **either**, and **neither** can be used as either pronouns or adjectives.

is

- a. *Each is right. Either is right. Neither is right.*
- b. *Each one is right. Either answer is right. Neither answer is right.*

The italicized words are used as adjectives in group (a, b). 1930

1929

It is perfectly correct to shift tense when we really mean to indicate a change in the time of the action.

b

*I admire (present) the courage that Bob showed (past).*

Because you *admire* at the present time the courage that Bob *showed* at a past time, the shift in tenses is (*correct, incorrect*).

2198

2199

- a. *Children love dogs.*
- b. *Dogs love children.*

In sentence *a*, *Children* is the subject and *dogs* is the direct object.

In sentence *b*, *Dogs* is the subject and \_\_\_\_\_ is the direct object.

2468

## UNIT 12: SKILL WITH GRAPHICS

I

# Lesson 76 Commas in Compound Sentences

[Frames 2738-2765]

2736

a

- a. "We should have won this game," sighed Coach Higgins.
- b. "We should have won this game", sighed Coach Higgins.

3005

3006



verb	When we change a sentence from <i>present</i> to <i>past</i> or from <i>past</i> to <i>present</i> , the only word that would ordinarily change is the _____.	
41		42
predicate	<p>a. We can't give everybody everything he wants and reduce taxes at the same time.</p> <p>b. The strike was finally settled and the men went back to work.</p> <p>Which sentence requires a comma before the conjunction because it is a compound sentence? _____</p>	
311		312
Yes	<p>Pete described the kind of boat he expects to build.</p> <p>The adjective clause begins with the word _____ and ends with the word _____.</p>	
581		582
roads	<p>(The roads were) covered with ice. They were treacherous.</p> <p style="text-align: center;">the roads</p> <p style="text-align: center;">Covered with ice, <del>they</del> were treacherous.</p> <p>To let the reader know what the sentence is about, we must substitute <b>the roads</b> for the pronoun _____ in the main statement.</p>	
851		852
b	<p>In this and the following frames, subordinate the italicized statement by changing it to a "now that" clause:</p> <p><i>Christmas is over</i>, and life can return to normal.</p> <p>_____, life</p> <p>can return to normal.</p>	
1121		1122
b	<p>The lights were dimmed, and the concert began.</p> <p>This is <i>not</i> a run-on sentence.</p> <p>It is a correct compound sentence formed by combining two simple sentences with the conjunction _____.</p>	
1391		1392

	<p>a. The climax was Velvet's <i>winning</i> of the National Derby.</p> <p>b. The climax <i>was when</i> Velvet won the National Derby.</p> <p>b</p> <p>In which sentence is <b>climax</b> explained by a gerund (a verbal noun ending in <i>-ing</i>)? _____</p>	
1661		1662
	<p>a. Each is right.</p> <p>b. Each <u>one</u> is right.</p> <p>b</p> <p>The subject of sentence <i>a</i> is the pronoun <b>Each</b>.</p> <p>The subject of sentence <i>b</i> is the pronoun _____.</p>	
1930		1931
	<p><b>Mr. Clark</b> <i>moved (past) to Omaha, where he now manages (present) a large drugstore.</i></p> <p>correct</p> <p>Because Mr. Clark <i>moved</i> to Omaha in the past but <i>manages</i> the drugstore at the present time, the shift in tenses is (<i>correct, incorrect</i>).</p>	
2199		2200
	<p><i>Children love dogs. (Dogs love children.)</i></p> <p>children</p> <p>When we turn this sentence around, do we change the form or spelling of the nouns <i>children</i> and <i>dogs</i>? (<i>Yes, No</i>)</p>	
2468		2469
	<p>The word <b>graphics</b> is one of many English words derived from the Greek word <i>graphein</i>, meaning <i>to write</i>. We have, for example, <i>telegraph</i> (distance writing), <i>phonograph</i> (sound writing), and <i>graphite</i> (the "lead" in pencils).</p> <p>The word <b>graphics</b>, therefore, applies to (<i>speaking, writing</i>).</p>	
		2738
	<p>a. "Nothing great," wrote Emerson, "Was ever achieved without enthusiasm."</p> <p>a</p> <p>b. "Nothing great," wrote Emerson, "was ever achieved without enthusiasm."</p>	
3006		3007

## Lesson 2 A Closer Look at Subjects and Verbs

[Exercises 44–83]

42

b

312

- a. A worker must stop for rest but a machine can work continuously.  
 b. I looked into the microscope but saw only a confusing blur.

Which sentence requires a comma before the conjunction because it is a compound sentence? \_\_\_\_\_

313

he . . . build

582

A person is known by the company he keeps.

We could insert the clause signal *which* or *that* before the word \_\_\_\_\_.

583

they

852

If you lose a noun in making a participial phrase, put this noun back at the *beginning* of your main statement.

*The book was autographed by Poe. It brought a high price.*

Fill in the blank space:

*Autographed by Poe, \_\_\_\_\_ brought a high price.*

853

Now that  
Christmas  
is over,

1122

*Summer is here, and people are planning their vacations.*

\_\_\_\_\_, people  
are planning their vacations.

1123

and

1392

There is another correct way of combining two simple sentences into a compound sentence.

**The lights were dimmed; the concert began.**

Instead of using the conjunction *and* to combine two simple sentences, we may use a \_\_\_\_\_.

1393

		<p>a. The climax was where the tea was dumped into Boston Harbor.</p> <p>b. The climax was the dumping of the tea into Boston Harbor.</p> <p>Which sentence is correct? _____</p>	
	a		
1662			1663
		<p>each                  either                  neither                  any one</p> <p>each one          either one          neither one          every one</p> <p>Watch your verb closely when an "of" phrase follows any of these words. A plural verb often tries to slip itself in.</p> <p><b>Each one of the answers is right.</b></p> <p>The subject of this sentence is (<i>one, answers</i>).</p>	
	one		
1931			1932
		<p>a. The story is about a man who <i>achieved</i> great wealth but <i>loses</i> his happiness.</p> <p>b. The story is about a man who <i>achieved</i> great wealth but <i>lost</i> his happiness.</p> <p>Which sentence is correct? _____</p>	
	correct		
2200			2201
		<p><b><i>I recognized him. (He recognized me.)</i></b></p> <p>When we turn this sentence around, do we use the same forms of the pronouns <i>I</i> and <i>him</i>? (<i>Yes, No</i>)</p>	
	No		
2469			2470
		<p>In the field of language, <i>graphics</i> means the devices that are used only in writing, not in speech.</p> <p>When we speak, is it possible to make an error in punctuation, capitalization, or spelling? (<i>Yes, No</i>)</p>	
	writing		
2738			2739
		<p>a. "We've had no rain," said the farmer. "Crops are drying up."</p> <p>b. "We've had no rain," said the farmer, "crops are drying up."</p>	
	b		
3007			3008

One or more helping verbs (sometimes called *auxiliary verbs*) are often used with the main verb to express our meaning more exactly.

**The rope will break.**

The helping verb used with **break** to make its meaning more exact is \_\_\_\_\_.

44

- a. I just returned from my vacation, and found your letter waiting for me.  
b. Good judgment comes from experience, and experience comes from bad judgment.

a

From which sentence should the comma be removed because it is not a compound sentence? \_\_\_\_\_

313

314

**A person is known by the company he keeps.**

he

The "no signal" clause in this sentence consists of two words: \_\_\_\_\_.

583

584

Put a comma after any participial phrase that comes at the beginning of a sentence.

the book

- a. *Located near a factory* the store does a big business.  
b. We visited an old church *built before the American Revolution*.

853

Which sentence requires a comma? \_\_\_\_\_

854

Now that  
summer  
is here,

*We have spent all our money, and we might as well go home.*

\_\_\_\_\_, we might as well go home.

1123

1124

semicolon

**WRONG: The lights were dimmed, the concert began.**

This sentence is wrong because there is neither a conjunction nor a semicolon to connect the two sentences.

Does a comma by itself have the power to connect two simple sentences? (Yes, No)

1393

1394



	The coincidence <i>was when</i> the brothers met in a German prison camp.	
b	Correct the above sentence by writing a gerund in the blank space:	
1663	The coincidence was the _____ of the brothers in a German prison camp.	1664

	Each one of the answers . . . right.	
one	We pay no attention to the plural noun <b>answers</b> when we select the missing verb.	
1932	The noun <b>answers</b> is not the subject of the sentence but the object of the preposition _____	1933

	a. Smith then invested in an oil well in which he lost all his savings.	
b	b. Smith then invested in an oil well in which he loses all his savings.	
2201	Which sentence is correct? _____	2202

	NOUNS: <i>Children love dogs. (Dogs love children.)</i>	
No	PRONOUNS: <i>I recognized him. (He recognized me.)</i>	
2470	The words that change in form when their use in the sentence changes are ( <i>nouns, pronouns</i> ).	2471

	a. Omission of a capital	
	b. Wrong form of verb	
No	Which would be an error in graphics because it could occur only in writing? _____	
2739		2740

	a. My Uncle Dan remarked, "I much prefer living in a small town." "Everyone knows everyone else." "People have more time to be courteous and friendly."	
a	b. My Uncle Dan remarked, "I much prefer living in a small town. Everyone knows everyone else. People have more time to be courteous and friendly."	
3008		3009

The rope will break.

The rope might break.

will

The meaning of the first sentence changes when we change the helping verb from will to \_\_\_\_\_.

44

45

Mr. Trent remained calm and collected and he didn't even raise his voice.

a

This sentence contains two **and**'s.

A comma should be placed before the (*first, second*) **and**.

314

315

The drawer was full of things nobody would ever want.

he keeps

We could insert the clause signal *which* or *that* before the word \_\_\_\_\_.

584

585

Put a comma before a participial phrase at the end of a sentence only if it modifies the subject at the beginning of the sentence.

a

a. We stayed at a delightful inn *operated by the state*.

b. The audience grew restless *bored by the long speech*.

854

Which sentence requires a comma? \_\_\_\_\_

855

Now that we have spent all our money,

*Mr. Bilby has explained the problem, and it seems very simple.*

1124

\_\_\_\_\_, it seems very simple.

1125

No

When we incorrectly combine two simple sentences by means of a comma, we produce a \_\_\_\_\_ sentence, which is considered just as serious an error as a fragment.

1394

1395

meeting

1664

A simple way to avoid the *is when* or *is where* error is to use such a verb as *occurred*, *happened*, or *took place*, thus supplying an action verb that your "when" clause can modify.

- a. The climax occurred when the submarine was grounded.  
b. The climax was when the submarine was grounded.

Which sentence is correct? \_\_\_\_\_

1665

of

1933

Either one of these recipes (*make*, *makes*) a good cake.

We select the verb \_\_\_\_\_ to agree with the subject \_\_\_\_\_.

1934

a

2202

When you tell a story, it is very easy to make the mistake of shifting back and forth between the past and the present tense. If you start to tell a story in the past tense, you should continue to use the \_\_\_\_\_ tense consistently throughout the entire story.

2203

pronouns

2471

The change in form of pronouns to show their relationship to other words in the sentence is called **case**.

he his him

All three pronouns can be used to refer to the same person.

Their difference in form is due to their difference in \_\_\_\_\_.

2472

a

2740

In this first lesson on graphics, we review the use of the comma in compound sentences.

A compound sentence consists of two (or more) main clauses joined by the conjunction **and**, **but**, or **or**.

In a compound sentence there are a subject and a predicate both before and after the \_\_\_\_\_.

2741

b

3009

In the remaining frames, punctuate each sentence and supply capitals where necessary. Remember that commas and periods always come *before*, not *after*, quotation marks.

A sign along the highway said remember, telephone poles hit people only in self-defense.

3010

<p>might</p> <p>45</p>	<p><u>Mary can</u> bake a cake. <u>Mary should</u> bake a cake.</p> <p>The meaning of the first sentence changes when we change the helping verb from can to _____.</p> <p>46</p>
<p>second</p> <p>315</p>	<p>Food became cheap and plentiful and the automobile came into common use.</p> <p>A comma should be placed before the (<i>first, second</i>) and.</p> <p>316</p>
<p>nobody</p> <p>585</p>	<p><b>The drawer was full of things nobody would ever want.</b></p> <p>The "no signal" adjective clause begins with the word _____ and ends with the word _____.</p> <p>586</p>
<p>b</p> <p>855</p>	<p>Combine each pair of sentences by changing the italicized sentence to a past participial phrase. Insert a comma wherever needed.</p> <p><b>The trainer entered the cage. <i>He was armed only with a whip.</i></b> _____</p> <p>_____</p> <p>856</p>
<p>Now that Mr. Bilby has explained the problem,</p> <p>1125</p>	<p><i>We have moved to the city, and we miss our farm very much.</i></p> <p>_____</p> <p><b>we miss our farm very much.</b></p> <p>1126</p>
<p>run-on</p> <p>1395</p>	<p>Let us look into a common cause of the sentence collisions that we call run-on sentences.</p> <p><b>The motor <u>was</u> wet. The motor <u>refused</u> to start.</b></p> <p>Here we have two separate sentences, each with its own _____ and verb.</p> <p>1396</p>

	<p>The turning point <i>was when</i> Silas Marner found Eppie on the hearth.</p> <p>a</p> <p>This sentence can be corrected by substituting the verb _____ for the verb <b>was</b>.</p>	1665	1666
(verb) makes (subject) one	<p>Supply the correct verb in sentence <i>b</i>, paying no attention to the object of the preposition.</p> <p>a. Neither fits me.</p> <p>b. Neither of the coats _____ me.</p>	1934	1935
past (or same)	<p>The following student's summary of "The Necklace," a famous story by the French author Guy de Maupassant, is written mainly—but not entirely—in the past tense. Cross out each verb in the present tense and write the past form of the verb above it. If the sentence contains no error in tense, write <i>Correct</i>. (Turn to the next frame.)</p>	2203	2204
case	<p>a. <i>I</i> recognized <i>him</i>.      b. <i>He</i> recognized <i>me</i>.</p> <p>The pronoun <i>I</i> in sentence <i>a</i> and the pronoun <i>me</i> in sentence <i>b</i> mean the same person.</p> <p>Are the pronouns <i>I</i> and <i>me</i> in the same case? (Yes, No)</p>	2472	2473
conjunction	<p>In the following diagrams, a single line represents the subject and a double line the predicate.</p> <p>a. _____, and _____.</p> <p>b. _____ and _____.</p> <p>Which diagram represents a compound sentence? _____</p>	2741	2742
said, "Remember . . . self-defense."	<p>Education is much more than studying books      began the speaker.</p>	3010	3011



<p>should</p> <p>46</p>	<p>a. <u>Mary baked</u> a cake.</p> <p>b. <u>Mary could have baked</u> a cake.</p> <p>In sentence <i>a</i>, the main verb is used by itself.</p> <p>In sentence <i>b</i>, two helping verbs have been added to change its meaning—_____ and _____.</p> <p>47</p>
<p>second</p> <p>316</p>	<p><b>This paint doesn't show brush or roller marks and it dries quickly.</b></p> <p>A comma should be placed before (<i>or, and</i>).</p> <p>317</p>
<p>nobody . . . want</p> <p>586</p>	<p>Now let's review some of the things we have learned about adjective clauses in this and the previous lesson.</p> <p>a. An adjective clause is one that does the work of a single adjective.</p> <p>b. An adjective clause is one that begins with an adjective.</p> <p>Which definition of an adjective clause is correct? _____</p> <p>587</p>
<p>The trainer entered the cage, armed only with a whip.</p> <p>856</p>	<p>Continue to follow the directions for the previous frame:</p> <p><i>Baseball was invented by Abner Doubleday in 1839. It soon became a favorite sport.</i></p> <p>_____</p> <p>_____</p> <p>857</p>
<p>Now that we have moved to the city,</p> <p>1126</p>	<p>Another unusual type of adverb clause can sometimes be used very effectively in place of an "although" clause.</p> <p><i>Cheap as it is, the car is no bargain.</i></p> <p>This adverb clause is unusual because instead of beginning with a clause signal, it begins with (<i>a verb, an adjective</i>).</p> <p>1127</p>
<p>subject</p> <p>1396</p>	<p>It</p> <p><b>The motor was wet. <del>The motor</del> refused to start.</b></p> <p>Since we are still talking about the motor, we do not need to repeat the noun <b>motor</b> in the second sentence.</p> <p>We therefore put the pronoun _____ in place of the noun <b>motor</b> as the subject of the second sentence.</p> <p>1397</p>

Any one of the following verbs: occurred, took place, came (about)  
1666

The climax *was when* Banquo's ghost appeared at the banquet.

Fill in the blank so as to avoid the *was when* construction:

The climax \_\_\_\_\_ when Banquo's ghost appeared at the banquet.

1667

fits

Supply the correct verb in sentence *b*, paying no attention to the object of the preposition.

a. Every one needs washing.

b. Every one of the windows \_\_\_\_\_ washing.

1935

1936

Continue to follow the directions for the previous frame:

**Mathilde was a pretty French girl who was married to a poor but pleasant clerk in the government service.**

2204

2205

*I recognized him. He recognized me.*

No

The pronoun *him* in sentence *a* and the pronoun *He* in sentence *b* mean the same person.

Are the pronouns *him* and *He* in the same case? (*Yes, No*)

2473

2474

a. John gets high grades and plans to attend college.

b. John gets high grades, and his teachers urge him to attend college.

a

Which sentence is compound because there are a subject and a predicate both before and after the conjunction? \_\_\_\_\_

2742

2743

"Education . . . books," began the speaker.

3011

The greatest problem of mankind \_\_\_\_\_ said Albert Einstein \_\_\_\_\_ is man himself

3012

Learn to recognize these important helping verbs:

HELPING VERBS: shall, will                      may, can  
                                 could, would, should                      must, might

Paul \_\_\_\_\_ study.

Could each of these helping verbs be used with the main verb **study**? (Yes, No)

could, have

47

48

Mr. Sims had accumulated much money and property but he wasn't happy or contented.

A comma should be placed before (*and, but, or*).

and

317

318

An adjective clause, like an adjective, modifies a \_\_\_\_\_ or a pronoun.

2

587

599

Invented by  
Abner  
Doubleday in  
1839, baseball  
soon became a  
favorite sport.

857

Todd intercepted the pass. *It was intended for Sanders.*

858

a. *although it is cheap*  
b. *cheap as it is*

an adjective

In which clause is the subject complement *cheap* not in its normal position? \_\_\_\_\_

1127

1128

- The motor refused to start.
- It refused to start.

Both  $a$  and  $b$  are complete sentences.

If you were writing only one sentence in isolation, which sentence would you write? \_\_\_\_\_

此

1397

1398

Any one of the following verbs: occurred, took place, came (about)  
1667

The climax *was when* Banquo's ghost appeared at the banquet.

Fill in the blank so as to avoid the *was when* construction:

The climax was the \_\_\_\_\_ of Banquo's ghost at the banquet.

1668

needs

Singular subjects joined by **and** are plural and require a plural verb.

Underline the correct verb:

The air *and* the water (*was, were*) perfect for swimming.

1936

1937

Correct

Because of his small income, her husband is not able to give her the life of luxury and romance for which she had always yearned.

2205

2206

No

A pronoun is in the **nominative case** when it fits *before* an action verb as its subject—*he* laughed; *she* fell; *we* won; *they* lost.

Underline the nominative pronoun:

They blamed us.

2474

2475

b

Use a comma generally before the conjunction **and**, **but**, or **or** in a compound sentence. The comma gives each part greater distinctness and makes the sentence easier to read.

Insert the necessary comma:

We had only five minutes to play and every second counted.

2743

2744

"The . . . mankind," said Albert Einstein, "is man himself."

3012

The coffee wasn't too strong      commented Uncle Pete      the people were just too weak.

3013

The three verbs below may serve as either *main verbs* or *helping verbs*.

be (is, am, are—was, were, been)  
have (has, had)  
do (does, did)

Yes

Which verb has the largest number of forms? \_\_\_\_\_

48

49

but

A sentence that can be separated into two parts—a subject and a predicate—is a (*simple, compound*) sentence.

318

319

noun

An adjective clause always comes (*before, after*) the word it modifies.

588

589

Todd intercepted the pass intended for Sanders.

858

*The candidate was questioned about his policies. He gave only vague answers.*

\_\_\_\_\_

\_\_\_\_\_

859

b

- a. *cheap as it is*  
b. *although it is cheap*

In which clause does the adjective *cheap* occupy a more prominent position? \_\_\_\_\_

1128

1129

a

- a. The motor refused to start.  
b. It refused to start.

If the sentence were to follow another sentence that had already mentioned the **motor**, which sentence would you write? \_\_\_\_\_

1398

1399



appearance  
or  
appearing

The turning point *is when* Coach Perry takes charge of the team.

Eliminate the *is when* construction:

\_\_\_\_\_ when  
Coach Perry takes charge of the team.

1668

1669

were

Underline the correct verb. (Keep in mind that a verb that ends in *s* is always singular.)

Her face *and* her way of talking (*remind, reminds*) me of you.

1937

1938

was  
~~is~~

One day he joyously brings home an invitation to a fancy ball.

2206

2207

They

... invited John.

Underline three pronouns that are in the nominative case because they could serve as the subject in the sentence above:

I      him      she      we      them      her

2475

2476

play, and

Insert the necessary comma:

His eyes were closed but he wasn't sleeping.

2744

2745

"The ... strong,"  
commented  
Uncle Pete.  
"The ... weak."

Miss Morris said, Never offer too many excuses. Too many excuses make people suspicious. People are more likely to believe a single excuse.

3013

3014

- a. The weather is bad.  
b. The weather is improving.

be In one sentence **is** serves as the main verb; in the other, as a helping verb.

49 Does **is** serve as a helping verb in sentence *a* or *b*? \_\_\_\_\_ 50

simple

A compound sentence can be formed by combining two simple sentences with a \_\_\_\_\_.

319

320

after

If a clause can be shifted from one position to another in a sentence, it is an (*adjective, adverb*) clause.

589

590

Questioned about his policies, the candidate gave only vague answers.

859

*The bandit was surrounded by police. He gave himself up.*

\_\_\_\_\_

\_\_\_\_\_

860

a

- a. *Although it is cheap, the car is no bargain.*  
b. *Cheap as it is, the car is no bargain.*

1129

In which sentence does the clause give more emphasis to the *cheapness* of the price? \_\_\_\_\_

1130

b

**The motor was wet. It refused to start.**

**It refused to start** is a complete sentence because the reader knows from the previous sentence that the word **It** means \_\_\_\_\_.

1399

1400

The turning point occurs (takes place, comes, comes about)  
1669

The turning point *is where* Coach Perry takes charge of the team.

Eliminate the *is where* construction:

The turning point is Coach Perry's \_\_\_\_\_ charge of the team.

1670

remind

1938

When the two singular subjects joined by **and** mean the same person or thing, a singular verb is proper.

a. The owner *and* manager **is** Mr. Harris.

b. The owner *and* the manager **is** pleased with each other.

In which sentence is the singular verb **is** correct? \_\_\_\_\_

1939

brought  
-brings-

2207

His wife, however, was not happy because she lacks suitable clothes for such an affair.

2208

I, she, we

2476

A pronoun is in the **objective case** when it fits *after* an action verb as its direct object—pushed *me*; stopped *him*; asked *her*; beat *us*; called *them*.

Underline the objective pronoun:

*They* blamed us.

2477

closed, but

2745

Insert the necessary comma:

The clothes must be slightly damp or the wrinkles will not iron out.

2746

Miss Morris said, "Never . . . a single excuse."

3014

## Lesson 84 When Quotations Are Questions

[Frames 3016–3049]

<p>b</p> <p>50</p>	<p>a. I have brought my camera along. b. I have my camera with me.</p> <p>Is <b>have</b> used as a helping verb in sentence <i>a</i> or <i>b</i>? _____</p> <p>51</p>
<p>conjunction</p> <p>320</p>	<p>The three most common conjunctions are <i>and</i>, _____, and <i>or</i>.</p> <p>321</p>
<p>adverb</p> <p>590</p>	<p>The adjective clause signals <b>who</b> (<i>whose, whom</i>), <b>which</b>, and <b>that</b> are called <i>relative (adjectives, pronouns)</i>.</p> <p>591</p>
<p>Surrounded by police, the bandit gave himself up.</p> <p>860</p>	<p>Eliminate the <b>and</b> by changing the italicized statement to a past participial phrase. Insert a comma wherever needed.</p> <p><i>The car was forced off the road and went into a ditch.</i></p> <p>_____</p> <p>_____</p> <p>861</p>
<p>b</p> <p>1130</p>	<p>a. <i>Large as the house is</i>, we find it too small for our family. b. <i>Although the house is large</i>, we find it too small for our family.</p> <p>In which sentence does the clause give more emphasis to the <i>largeness</i> of the house? _____</p> <p>1131</p>
<p>motor</p> <p>1400</p>	<p>You need have no hesitation in starting a new sentence with the pronoun <b>It</b>. Don't let this pronoun trick you into making a run-on sentence error.</p> <p>a. The motor was wet, it wouldn't start. b. The motor was wet. It wouldn't start.</p> <p>Which is correct? _____</p> <p>1401</p>

In this and the following frames, fill in the blank space so as to eliminate the *is when* or *is where* construction:

taking

A pinch hitter is where one player bats for another.

A pinch hitter \_\_\_\_\_ who bats for another.

1670

1671

If the two singular subjects joined by **and** are thought of as a single unit, use a singular verb.

a

a. Tea *and* coffee is served with every meal.

b. Bread *and* butter is served with every meal.

In which sentence is the singular verb **is** correct? \_\_\_\_\_

1939

1940

lacked  
-lacks-

Although her husband gave up buying a gun in order to finance a new dress, she was still unhappy because she had no jewels to wear.

2208

2209

John invited . . .

Underline three pronouns that are in the objective case because they could serve as the direct object in the sentence above:

US

I      him      we      she      them      her

2477

2478

damp, or

The pilot received a storm warning, and he moved up to a higher altitude.

If you omitted the italicized pronoun *he* from this compound sentence, would you still retain the comma? (Yes, No)

2746

2747

When a quotation asks a question, you first decide whether you are repeating the actual words of the question or merely reporting in your own words what was asked.

When you repeat the actual words of the question, your quotation is (*direct, indirect*).

3016



is a player

1671

Arson is when someone commits the crime of willfully setting fire to property.

Arson \_\_\_\_\_ of willfully setting fire to property.

1672

b

1940

A phrase introduced by **with**, **along with**, **together with**, or **as well as** often follows the subject. Do not mistake the noun in such a phrase for part of the subject.

a. Mr. Davis and his son are in Alaska.

b. Mr. Davis, with his son, are in Alaska.

In which sentence is the plural verb **are** correct? \_\_\_\_\_

1941

Correct

2209

She solves her problem by borrowing a diamond necklace from a friend in better circumstances.

2210

him, them, her

2478

- a. I      he      she      we      they  
b. me    him    her      us      them

Which group consists of objective pronouns? \_\_\_\_\_

2479

No

2747

Coach Blair moved some of his boys around and <sup>A</sup> put several new players into the game.

If you added *he* at the point indicated, would you insert a comma after the word **around**? (*Yes, No*)

2748

direct

3016

- a. Leroy asked, "Where's my ticket?"  
b. Leroy asked where his ticket was.

In which sentence is the question a direct quotation? \_\_\_\_\_

3017

- b
- I have studied my lesson.
  - I should have studied my lesson.
  - I should have been studying my lesson.

In which sentence does the verb have the largest number of helping verbs? \_\_\_\_\_

52

53

No

In a compound sentence, there are a subject and verb both before and after the conjunction. (*True, False*)

322

323

complete

Is a relative pronoun such as **who**, **which**, or **that** always the first word in an adjective clause? (*Yes, No*)

592

593

A crowd gathered around the excavation, fascinated by the steam shovel.

862

*The article was written hastily and contained many inaccuracies.*

\_\_\_\_\_

\_\_\_\_\_

863

b

In this and the following frames, make each "although" clause more emphatic by beginning it with an adjective or an adverb, always followed by the word *as*.

*Although I replied courteously, Don took offense.*

\_\_\_\_\_, Don took offense.

1132

1133

sentence

- Vicky is staying home today. She will watch the baby.
- Vicky is staying home today, she will watch the baby.

Which is correct? \_\_\_\_\_

1402

1403

is the crime

1672

Osmosis is where plants absorb moisture from the soil.

Osmosis is the process by which \_\_\_\_\_

1673

a

1941

By shifting the prepositional phrase to the end of this sentence, we see that the noun **son** is not part of the subject.

**Mr. Davis, with his son, is in Alaska.**

**Mr. Davis is in Alaska with his son.**

This sentence has only one subject, which is \_\_\_\_\_.

1942

solved  
-solves-

2210

After making a great hit at the ball because of her clothes and her beauty, she found, when she arrives home, that the necklace is gone.

2211

b

2479

*You saw it. (It saw you.)*

Do the pronouns *You* and *it* change in form when we turn this sentence around? (Yes, No)

2480

Yes

2748

a. Our dog often runs away, but he always comes back.

b. Our dog often runs away, but always comes back.

From which sentence should the comma be dropped? \_\_\_\_\_

2749

a

3017

**Leroy asked *where his ticket was.***

Are the italicized words the actual words of the original question? (Yes, No)

3018

The driver should have been watching the road.

c The three helping verbs in this frame are \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_.

53

54

True

In a compound sentence, the comma should be placed  
(*before, after*) the conjunction.

323

324

We called a doctor whom a neighbor had recommended.

We called a doctor a neighbor had recommended.

No

Does an adjective clause always contain a relative pronoun?  
(*Yes, No*)

593

594

Written hastily,  
the article  
contained many  
inaccuracies.

Mr. Lee owns a sports car, and *it was imported from Italy.*

863

864

Courteously as  
I replied,

I had to finish my theme, *although it was late.*

I had to finish my theme, \_\_\_\_\_

1133

1134

Suppose that you had just written this sentence:

Scotty hit a single.

a

Then you wished to explain what followed. Circle the letter  
indicating the way in which you would continue your thought:

1403

- a. Scotty hit a single, this won the game.  
b. Scotty hit a single. This won the game.

1404

plants absorb  
moisture from  
the soil.

1673

The climax is when Tina reveals family secrets on a children's television program.

The climax \_\_\_\_\_ when Tina reveals family secrets on a children's television program.

1674

Mr. Davis

1942

- a. The camera, together with the case, sell for \$39.
- b. The camera and the case sell for \$39.

In which sentence is the plural verb **sell** incorrect? \_\_\_\_\_

1943

arrived  
~~arrives~~  
was  
~~is~~

2211

By going hopelessly into debt, they buy another necklace to replace the one they had lost.

2212

No

2480

*You saw it. It saw you.*

Do *you* and *it*—like the other pronouns—have different forms for the nominative and objective case? (*Yes, No*)

2481

b

2749

- a. New words may become part of our language or they may soon disappear.
- b. New words may become part of our language or may soon disappear.

In which sentence should a comma be inserted after the word **language**? \_\_\_\_\_

2750

No

3018

When you do not repeat the actual words of the question but report it in your own words, your quotation is (*direct, indirect*).

3019



should,  
have,  
been

54

The *complete* verb in any sentence includes the main verb plus whatever helping verbs it may have.

The driver **should have been** watching the road.

The *complete* verb in this sentence consists of \_\_\_\_\_ words. (How many?)

55

before

324

## Lesson 9 The Proper Use of the Compound Sentence

[Exercises 326–359]

No

594

## Lesson 16 Choosing Your Relatives

[Exercises 595–636]

Mr. Lee owns a sports car imported from Italy.

864

*Small boats were warned by the Coast Guard and headed for shore.*

865

late as it was.

1134

*Although we tried hard, we couldn't make a touchdown.*

\_\_\_\_\_, we couldn't make a touchdown.

1135

b

1404

- a. Many advertisements do not state the total price, they merely state the monthly payments.
- b. Many advertisements do not state the total price. They merely state the monthly payments.

Which is correct? \_\_\_\_\_

1405

<p>occurs (takes place, comes, comes about)</p> <p>1674</p>	<p>To baste is when you sew with long, loose, temporary stitches.</p> <p>To baste is _____ with long, loose, temporary stitches.</p> <p>(Note: Don't forget the principle of parallel construction.)</p> <p>1675</p>
<p>a</p> <p>1943</p>	<p>Underline the correct verb:</p> <p>A tennis court, as well as a swimming pool, (<i>is, are</i>) available to guests.</p> <p>1944</p>
<p>bought -buy-</p> <p>2212</p>	<p>For ten years they lived in attics and scrimped and struggled to pay off their enormous debt.</p> <p>2213</p>
<p>No</p> <p>2481</p>	<p>Use the nominative case of a pronoun when it is used as the subject of a verb.</p> <p>Underline the correct pronoun:</p> <p><b>You and (<i>I, me</i>) can study together.</b></p> <p>(Note: The use of the nominative case after forms of the verb <b>be</b> will be studied in the following lesson.)</p> <p>2482</p>
<p>a</p> <p>2750</p>	<p>A compound sentence without a comma might sometimes be misread.</p> <p><b>We found it too expensive to stay at hotels and motels were hard to find.</b></p> <p>We can prevent the misreading of this compound sentence by inserting a comma after _____</p> <p>2751</p>
<p>indirect</p> <p>3019</p>	<p><b>Leroy asked <i>where his ticket was</i>.</b></p> <p>Since the italicized words are not the actual words of a question, do we need to use either a question mark or quotes? (<i>Yes, No</i>)</p> <p>3020</p>

We shall now, for a moment, need to turn our attention to **adverbs**, which most commonly modify verbs.

four

This has happened frequently.

Because **frequently** modifies the verb **has happened**, it is an

55

56

A compound sentence is very easy to make. We merely need to combine two simple sentences by using one of these conjunctions: *and*, \_\_\_\_\_, or \_\_\_\_\_.

326

Here again are the **relative pronouns** that are used as clause signals to start adjective clauses.

RELATIVE PRONOUNS: **who** (whose, whom), **which**, **that**

Are these the same clause signals that start adverb clauses? (*Yes, No*)

596

Warned by the  
Coast Guard,  
small boats  
headed for  
shore.

865

- a. **hearing, intending, thinking, falling**
- b. **filled, sold, spoken, worn, spent, followed**

Which group of words could be used as past participles?

\_\_\_\_\_

866

In the remaining frames, subordinate each italicized statement by changing it to an adverb clause beginning with an adjective or an adverb.

Hard as  
we tried,

1135

*Webb is able*, but he is not able enough for this job.

\_\_\_\_\_, he is not able enough  
for this job.

1136

b

- a. Jerry was smiling in a peculiar way. He had apparently been up to some mischief.
- b. Jerry was smiling in a peculiar way, he had apparently been up to some mischief.

Which is correct? \_\_\_\_\_

1405

1406

to sew	The turning point was where Jabez went to Daniel Webster for help.
1675	The turning point _____ Jabez went to Daniel Webster for help.
	1676

is	Singular subjects joined by <b>or</b> or <b>nor</b> are singular and require a singular verb.
	a. A doctor <i>and</i> a nurse . . .
	b. A doctor <i>or</i> a nurse . . .
1944	Which subject is singular because it means only one person —a or b? _____
	1945

Correct	In the meantime, she loses her beauty and becomes so plain and worn that no one could have recognized her for the beautiful girl she once had been.
2213	
	2214

I	Use the objective case of a pronoun when it is used as the object of a verb or a preposition.
	Underline the correct pronouns:
2482	Several friends save ( <i>them, they</i> ) for ( <i>me, I</i> ).
	2483

hotels	Commas are generally omitted in short compound sentences. The reader can find his way without their help.
	a. British humor depends on understatement <i>but</i> American humor is based largely on exaggeration.
	b. I knocked <i>but</i> no one answered.
2751	Which compound sentence does not require a comma? _____
	2752

No	( <i>Note:</i> Punctuation is omitted from the following sentences to avoid revealing the answer.)
	a. The child asked whether our dog bites
	b. The child asked Does your dog bite
3020	Which sentence contains an indirect question, which requires neither a question mark nor quotes? _____
	3021

<div>adverb</div> <div>56</div>	<div> <div>a. <u>This has happened frequently.</u></div> <div>b. <u>This has frequently happened.</u></div> </div> <div>In which sentence does the adverb <b>frequently</b> break into or interrupt the verb? _____</div> <div>57</div>
<div>but, or</div> <div>326</div>	<div>Because compound sentences are so easy to make, we must avoid overusing them. Use a compound sentence to combine only <i>similar</i> or <i>related</i> ideas that are of equal importance.</div> <div>I study Spanish, and our school has a swimming pool.</div> <div>Should these two ideas have been combined? (<i>Yes, No</i>)</div> <div>327</div>
<div>No</div> <div>596</div>	<div>Use <b>who</b>, <b>whose</b>, and <b>whom</b> to refer only to <i>people</i>.</div> <div>Underline the correct relative pronoun:</div> <div>The clerk (<i>who, which</i>) took my order made a mistake in the bill.</div> <div>597</div>
<div>b</div> <div>865</div>	<div>A phrase built on either a present or a past participle is used as an _____ to modify a noun or pronoun.</div> <div>867</div>
<div>Able as Webb is,</div> <div>1136</div>	<div>Mr. Gross was angry, but he didn't show his temper.</div> <div>_____</div> <div>he didn't show his temper.</div> <div>1137</div>
<div>a</div> <div>1406</div>	<div>A sentence may begin with a pronoun such as <i>it, he, she, or they</i> even though the noun that the pronoun stands for is in another sentence. (<i>True, False</i>)</div> <div>1407</div>



occurred (took place, came, came about) when

1676

A straw vote is when an unofficial vote is taken to find out public opinion.

A straw vote \_\_\_\_\_ taken to find out public opinion.

1677

b

Underline the correct verb:

A doctor or a nurse (*is, are*) always on hand.

1945

1946

lost  
~~loses~~  
became  
~~becomes~~

2214

One day she happens to meet the friend who had lent her the unlucky necklace that had brought them so much misfortune.

2215

them, me

2483

Pronoun errors occur most often when pronouns are used in pairs or when a noun and a pronoun are coupled together.

a. *He* refereed the game.

b. Frank and (*he, him*) refereed the game.

In sentence *b*, which pronoun is correct? \_\_\_\_\_

2484

b

2752

A short compound sentence does not need to be broken into shorter units for the convenience of the reader.

a. Several parents complained about overcrowding in the schools *and* the mayor agreed to take immediate action.

b. They rode *and* we walked.

In which sentence would you use a comma before *and*? \_\_\_\_\_

2753

a

3021

Now let's look at a question that is quoted directly:

Leroy asked, "Where's my ticket?"

To show that the quotation is a question, we put the question mark (*inside, outside*) the quotes.

3022

- b a. This engine will immediately start in the coldest weather.  
b. This engine will start immediately in the coldest weather.
- In which sentence does an adverb come between the main verb and its helper? \_\_\_\_\_

57

58

- No a. I study Spanish, and our school has a swimming pool.  
b. I study Spanish, and Carol studies French.
- Which compound sentence is better because the ideas are similar? \_\_\_\_\_

327

328

who Use **which** to refer only to *things* and *animals*.  
Underline the correct relative pronoun:

**The store (*who, which*) sells these games is making a fortune.**

597

598

- adjective a. Frank was raised on a farm. b. He knew the problems of the farmer.

Which sentence could be changed to a past participial phrase? \_\_\_\_\_

867

868

*The material cost of war is great, but the human cost is infinitely greater.*

\_\_\_\_\_

**the human cost is infinitely greater.**

Angry as  
Mr. Gross was,

1137

1138

- True There are several methods of correcting a run-on sentence.
- WRONG: I approached the squirrel, it ran away.  
RIGHT: I approached the squirrel. It ran away.
1. Separate the run-together sentences by using a period and a \_\_\_\_\_ letter.

1407

1408

is an unofficial  
vote

1677

The surprise is where the father demands that the kidnappers pay him to take back his rowdy son.

The surprise is the father's \_\_\_\_\_ that the kidnappers pay him to take back his rowdy son.

1678

is

1946

**Mother and Elsie do the dishes.**

Suppose that you changed *and* to *or*. Would you need also to change the plural verb **do** to the singular verb **does**? (*Yes, No*)

1947

happened  
happens

2215

Now that they had finally got out of debt, she decides to tell her friend how she had lost the borrowed necklace and had supplied a substitute for which she had paid such a great price.

2216

he

2484

You would never say, "*Him* pushed the car" or "*Me* pushed the car"; so don't make the same mistake by saying, "*Him* and *me* pushed the car."

Underline the correct pronouns:

**(*He, Him*) and (*I, me*) counted the votes.**

2485

a

2753

Do not mistake a sentence with a compound predicate for a compound sentence.

**The manager was pleased and raised my salary.**

The above sentence is not compound because there is no (*subject, predicate*) after the conjunction *and*.

2754

inside

3022

- a. Roberta asked, "Is this poison ivy?"  
b. Roberta asked, "Is this poison ivy?"

In which sentence is the question mark properly placed to show that the question, not the entire sentence, is a quotation? \_\_\_\_\_

3023

One should immediately try artificial respiration.

a What adverb comes between the main verb and its helper?

58

59

- a. The road was muddy, and we bought eggs at a farm.  
b. The road was muddy, and we got stuck several times.

b Which compound sentence is better because the ideas are related? \_\_\_\_\_

328

329

which

Use **which** to refer to *things* and *animals*.

It was the Rosses' dog (*which, who*) tore up our flower bed.

598

599

a

## Lesson 23 Making Use of Gerunds

[Frames #70-909]

868

Great as  
the material  
cost of war is,

## Lesson 30 Two Useful Adjective Clause Devices

[Frames 1140-1166]

1138

capital

WRONG: I approached the squirrel, it ran away.

RIGHT: I approached the squirrel, and it ran away.

2. Correct the run-on sentence by adding the conjunction

1408

1409

demand  
(demanding)

1678

A boondogger is where a person is hired to do a needless job.

A boondogger \_\_\_\_\_ hired to do a needless job.

1679

Yes

1947

a. Mother and Elsie do the dishes.

b. Mother or Elsie do the dishes.

In which sentence is the plural verb **do** incorrect? \_\_\_\_\_

1948

decided  
~~decides~~

2216

"Oh, my poor Mathilde!" her friend gasps with amazement.  
"Why, that necklace I lent you was only paste!"

(End of story)

2217

He, I

2485

When you use pronouns in pairs or when you couple a pronoun with a noun, use the same case that you would use if the pronouns were used singly.

**These flowers are from Pete. These flowers are from me.**

Underline the correct pronoun:

**These flowers are from Pete and (I, me).**

2486

subject

2754

Do not ordinarily use a comma before the conjunction that connects the two parts of a compound predicate.

a. Gary left his salad, but ate his dessert.

b. Gary left his salad, but he ate his dessert.

From which sentence should the comma be omitted? \_\_\_\_\_

2755

b

3023

Now we shall put the same question at the beginning of the sentence:

**"Is this poison ivy?" asked Roberta.**

When the quotation is a question, is a comma used between the question and the rest of the sentence? (Yes, No)

3024



<p>immediately</p> <p>59</p>	<p>There is something else besides adverbs that can separate a main verb from its helper.</p> <p>STATEMENT: <u>Judy can drive.</u></p> <p>QUESTION: <u>Can Judy drive?</u></p> <p>The verb <b>can drive</b> is interrupted in the (<i>statement, question</i>).</p> <hr/> <p>60</p>
<p>b</p> <p>329</p>	<p>Our tree is small. It gives very little shade.</p> <p>Because there is a relationship between the size of a tree and the amount of shade, these sentences would make a (<i>good, poor</i>) compound sentence.</p> <p>330</p>
<p>which</p> <p>599</p>	<p>Use <b>that</b> to refer to anything—<i>people, things, or animals</i>.</p> <p>Underline the correct relative pronoun:</p> <p><b>Marian wrote a theme about the teacher (<i>which, that</i>) had helped her most.</b></p> <p>600</p>
	<p>Present and past participles, as we have seen, are forms of verbs that serve as adjectives. Now we look at verbs that have crossed over into noun territory.</p> <p><i>Tennis is good exercise.</i></p> <p><i>Tennis</i> is an ordinary noun. It is the subject of the verb</p> <hr/> <p>870</p>
	<p>A special type of adjective clause is useful when you wish to state a fact about only a <i>part</i> or a <i>number</i> of a larger group.</p> <p><b>Gloria has three sisters, <i>one of whom</i> is a nurse.</b></p> <p>The adjective clause states a fact about (<i>all, one</i>) of the sisters.</p> <p>1140</p>
<p>and</p> <p>1409</p>	<p>WRONG: I approached the squirrel, it ran away.</p> <p>RIGHT: I approached the squirrel; it ran away.</p> <p>3. The third way to correct a run-on sentence is to insert a</p> <hr/> <p>1410</p>

is a person

1679

The climax of the story was when Jeff announced that he would not study law.

The climax of the story was \_\_\_\_\_  
\_\_\_\_\_ that he would not study law.

1680

b

1948

Oil, lotion, *or* cold cream relieves sunburn.

Suppose that you changed *or* to *and*. Would you need to change the singular verb **relieves** to the plural verb **relieve**? (*Yes, No*)

1949

gasped  
gasps

2217

Use the present tense to state facts that are permanently true—for example, the facts of science, mathematics, geography, etc.

- a. There *are* eight quarts in a peck.
- b. There *are* eight people in the car.

Which sentence states a permanent truth? \_\_\_\_\_

2218

me

2486

You can't blame the *Kirks* for objecting.  
You can't blame *them* for objecting.

Underline the correct pronoun:

You can't blame the *Kirks* *or* (*them, they*) for objecting.

2487

a

2755

- a. Shall we buy a new car or shall we repair the old one?
- b. Shall we buy a new car or repair the old one?

Which sentence requires a comma? \_\_\_\_\_

2756

No

3024

"Is this poison ivy?" asked Roberta.

The question mark is placed at the end of the (*question, sentence*).

3025

question	<p>STATEMENT: <u>Dad will want the car tonight.</u></p> <p>QUESTION: <u>Will Dad want the car tonight?</u></p> <p>The verb <b>will want</b> is interrupted in the (<i>statement, question</i>).</p> <p>_____</p>	60	61
good	<p><b>Our tree is small. We bought it at a nursery.</b></p> <p>Although both these sentences are about a tree, they have little relationship to each other. Therefore, they would make a (<i>good, poor</i>) compound sentence.</p>	330	331
that	<p>The main point to remember is never to use <b>which</b> to refer to <i>people</i>.</p> <p>Underline the correct relative pronoun:</p> <p><b>citizens</b> (<i>who, which</i>)</p>	600	601
is	<p><i>Tennis is good exercise.</i></p> <p><i>Walking is good exercise.</i></p> <p>Both <i>Tennis</i> and <i>Walking</i> are nouns used as subjects of the verb <b>is</b>.</p> <p>Which one of these two italicized nouns was formed from a verb? _____</p>	870	871
one	<p><b>Along the coast are many small islands, <i>some of which are uninhabited.</i></b></p> <p>The clause states a fact about (<i>some, all</i>) of the islands.</p>	1140	1141
semicolon	<p>There is sometimes a fourth way to correct a run-on sentence. The best solution may be to subordinate one of the sentences.</p> <p>WRONG: <b>I approached the squirrel, it ran away.</b></p> <p>RIGHT: <b>As I approached the squirrel, it ran away.</b></p> <p>4. Change one of the sentences to a phrase or clause. In this case, we used a _____.</p>	1410	1411

Jeff's  
announcement  
(announcing)

1680

## Lesson 47 Do Your Pronouns Have Antecedents?

[Frames 1682-1719]

Yes

Underline the correct verb:

**A thick hedge or a high wall (*give, gives*) a feeling of privacy.**

1949

1950

a

- a. **There *are* eight quarts in a peck.**
- b. **There *were* eight quarts in a peck.**

In which sentence is the tense of the verb wrong? \_\_\_\_\_

2218

2219

them

**The *Smiths* will call for you.**  
**We will call for you.**

Underline the correct pronoun:

**The *Smiths* or (*us, we*) will call for you.**

2487

2488

a

In this and the following frames, insert any necessary commas. If no comma is required, write *None*.

**Sue's arm was around the collie's neck and the dog was licking her face affectionately.**

2756

2757

question

When the question comes first, be sure to put the question mark at the end of the question, not at the end of the sentence.

- a. **"What are we having for dinner?" questioned Don.**
- b. **"What are we having for dinner," questioned Don?**

The question mark is properly placed in sentence (a, b).

3025

3026

<p>question</p> <p>61</p>	<p><u>Will</u> <u>Dad</u> <u>want</u> the car tonight?</p> <p>The main verb <b>want</b> is separated from its helper <b>will</b> by the subject _____.</p> <p>62</p>
<p>poor</p> <p>331</p>	<p>a. Our tree is small, and it gives very little shade. b. Our tree is small, and we bought it at a nursery.</p> <p>Which compound sentence is better? _____</p> <p>332</p>
<p>who</p> <p>601</p>	<p>Underline the correct relative pronoun:</p> <p><b>the horse</b> (<i>who, which</i>)</p> <p>602</p>
<p>Walking</p> <p>871</p>	<p><i>Walking</i> is good exercise.</p> <p>The noun <i>Walking</i> was formed by adding _____ to the verb <i>walk</i>.</p> <p>872</p>
<p>some</p> <p>1141</p>	<p>These adjective clauses begin with such words as <b>one of whom, several of whom, two of which, most of which</b>.</p> <p><b>The room has three windows, one of which is always locked.</b></p> <p>The word in the clause that specifies the number to which the statement applies is the (<i>first, last</i>) word.</p> <p>1142</p>
<p>clause</p> <p>1411</p>	<p>WRONG: I <b>approached the squirrel</b>, it ran away. RIGHT: <i>On my approaching the squirrel</i>, it ran away.</p> <p>Here we used a (<i>phrase, clause</i>).</p> <p>1412</p>



Pronouns are generally used in place of nouns to avoid repeating the nouns.

**Earl forgot where he had put his keys.**

The two pronouns in this sentence are \_\_\_\_\_ and \_\_\_\_\_.

1682

gives

**Neither Gary's mother *nor* his father was at home.**  
(Neither his mother *was* at home nor his father *was* at home.)

Because we are thinking of Gary's parents one at a time, we use a (*singular, plural*) verb.

1950

1951

b

When a fact permanently true follows an expression in the past tense such as "I didn't know that . . ." or "I forgot that . . ." you might feel a strong pull to state this fact in the past, instead of the present, tense.

**I forgot that there *were* eight quarts in a peck.**

2219

Is the verb *were* in the proper tense? (*Yes, No*)

2220

we

**The reporter snapped a picture of *her*.**

**The reporter snapped a picture of *me*.**

Underline the correct pronouns:

**The reporter snapped a picture of (*her, she*) and (*I, me*).**

2488

2489

neck, and

**The waves pound the rocks and gradually break them up into sand.**

2757

2758

a

Here is another type of problem:

**"Don't handle the fruit."**

Is this quotation a question? (*Yes, No*)

3026

3027

	Most of the questions we ask begin with a <i>helping verb</i> .	
	a. <u>Will this pen write?</u> c. <u>Who borrowed my book?</u>	
Dad	b. <u>Is the water boiling?</u> d. <u>Does Tom like spinach?</u>	
	Which is the only one of the above questions that does not begin with a helping verb? _____	
62		63

	The two parts of a compound sentence should be <i>equal in importance</i> .	
	<b>The Mercers have a dog, and it is brown.</b>	
a	The fact that the dog is brown is much less important than the fact that the Mercers have a dog.	
332	Is this a good compound sentence? ( <i>Yes, No</i> )	333

which	Underline the correct relative pronoun: <b>any doctor</b> ( <i>which, that</i> )	
602		603

ing	A noun that is formed by adding <i>-ing</i> to a verb is called a <b>gerund</b> (pronounced <i>jare-und</i> ). We can turn any verb into a gerund by adding <i>-ing</i> to it (sometimes making minor changes in the spelling).	
872	The gerund form of the verb <i>cook</i> is _____	873

	The number of the group that these clauses single out may vary from <b>none of whom</b> to <b>all of whom</b> .	
first	Fill in the missing words to show that <i>none</i> of the coins are rare. ( <i>None</i> may take either a singular or plural verb.)	
1142	<b>I have many old coins, _____ are rare.</b>	1143

phrase	a. I approached the squirrel; it ran away. b. On my approaching the squirrel, it ran away. c. I approached the squirrel. It ran away. d. I approached the squirrel, it ran away. e. As I approached the squirrel, it ran away.	
1412	Which is a run-on sentence? _____	1413

he, his	<p><b>Earl forgot where <i>he</i> had put <i>his</i> keys.</b></p> <p>The pronouns <b>he</b> and <b>his</b> refer to the noun _____.</p>
1682	1683
singular	<p>Underline the correct verb:</p> <p><b>Neither Linda nor her sister (<i>drive, drives</i>) the car.</b></p>
1951	1952
No	<p><b>I <i>forgot</i> that there <i>were</i> eight quarts in a peck.</b></p> <p>It is the verb <i>forgot</i> in the past tense that influenced the writer of this sentence to use the past tense <i>were</i> to express the permanent truth, instead of the present tense _____.</p>
2220	2221
her, me	<p><b>The <i>Whittens</i> and <i>we</i> were the first to arrive.</b></p> <p>This sentence is correct because if we used each subject separately, we would say:</p> <p><b>The <i>Whittens</i> were the first to arrive.</b>  <b>(<i>Us, We</i>) were the first to arrive.</b></p>
2489	2490
None	<p><b>A pretty face may win friends but it takes character and personality to hold them.</b></p>
2758	2759
No	<p><b>Did you hear the grocer say, "Don't handle the fruit"?</b></p> <p>The question is (<i>quotation, entire sentence</i>).</p>
3027	3028

A helping verb at the beginning of a sentence is the signal that a question is coming.

a. Will this pen write?

b. Does Tom like spinach?

c

In each of these questions, we find the subject between the two parts of the \_\_\_\_\_.

63

64

a. The Mercers have a brown dog.

b. The Mercers have a dog, and it is brown.

No

Sentence *a* is a *simple* sentence; sentence *b* is a *compound* sentence. The sentence which is better because it doesn't give too much importance to the color of the dog is the (*simple, compound*) sentence.

333

334

that

Underline the correct relative pronoun:

**the school** (*which, who*)

603

604

cooking

The gerund form of the verb *lie* is \_\_\_\_\_.

873

874

none of which

Fill in the missing words to show that *all* the coins are rare:

I have many old coins, \_\_\_\_\_ are rare.

1143

1144

d

Before you correct a run-on sentence, consider the possibility of subordination.

WRONG: Illinois has a quarterback, nobody can stop him.

a. Illinois has a quarterback, and nobody can stop him.

b. Illinois has a quarterback whom nobody can stop.

Which sentence is a better repair—*a* or *b*? \_\_\_\_\_

1413

1414

<p>Earl</p> <p>1683</p>	<p><b>Earl forgot where <i>he</i> had put <i>his</i> keys.</b></p> <p>The noun to which a pronoun refers is called its <b>antecedent</b>. It is the antecedent that gives a pronoun definite meaning. The antecedent of the pronouns <i>he</i> and <i>his</i> is the noun _____.</p> <p>1684</p>
<p>drives</p> <p>1952</p>	<p>If one of the subjects joined by <b>or</b> or <b>nor</b> is singular and the other plural, the verb should agree with the closer word.</p> <p><b>Neither the words nor the music . . . very original.</b></p> <p>The noun <b>words</b> is plural, and the noun <b>music</b> is singular. The missing verb should agree with (<i>words, music</i>) and should be (<i>is, are</i>).</p> <p>1953</p>
<p>are</p> <p>2221</p>	<p><b>I forgot that there were eight quarts in a peck.</b></p> <p>Although this sentence is acceptable in colloquial (conversational) English, it does not meet the more rigid standards of formal speech or writing, which require that a fact that is permanently true should be stated in the (<i>present, past</i>) tense.</p> <p>2222</p>
<p>We</p> <p>2490</p>	<p><b>There will be plenty of room for <i>you</i> and <i>me</i>.</b></p> <p>This sentence is correct because if we used each pronoun separately, we would say:</p> <p><b>There will be plenty of room for <i>you</i>.</b>  <b>There will be plenty of room for (<i>me, I</i>).</b></p> <p>2491</p>
<p>friends, but</p> <p>2759</p>	<p><b>Most of us think of taxes as a necessary evil and we seldom think of what we get in return for them.</b></p> <p>2760</p>
<p>entire sentence</p> <p>3028</p>	<p><b>Did you hear the grocer say, "Don't handle the fruit"?</b></p> <p>Since the entire sentence and not the quotation is a question, we put the question mark (<i>inside, outside</i>) the quotes.</p> <p>3029</p>



	Does this key fit?	
verb	The verb in this sentence consists of the two words _____.	
64		65
	<p><b>We have an old apple tree, and it is in our back yard.</b></p> <p>The important fact is that we have an apple tree. Whether it is located in the back yard or the front yard is a mere detail.</p> <p>The two ideas are (<i>equal, unequal</i>) in importance.</p>	
simple		
334		335
	<p>Underline the correct relative pronoun:</p> <p><b>a bumblebee (<i>who, which</i>)</b></p>	
which		
604		605
	<p>We often wish to talk about actions. We can't talk about <i>walked, stole, or studied</i>, but we can talk about <i>walking, stealing, or</i> _____.</p>	
lying		
874		875
	<p>Fill in the missing words to show that <i>a few</i> of the coins are rare:</p> <p><b>I have many old coins, _____ are rare.</b></p>	
all of which		
1144		1145
	<p>One of the following sentences is a run-on sentence. Correct this sentence by supplying a period and a capital. Write only the word before and after the period.</p>	
b	<p>a. <b>I don't believe this rumor, it can't be true.</b></p> <p>b. <b>If the fan is oiled, it will run more quietly.</b></p>	
1414		1415
page 129		

Earl

The break was so small that I could hardly see *it*.

The antecedent of the pronoun *it* is the noun \_\_\_\_\_.

1684

1685

music  
is

Neither the words nor the music *seems* very original.

If we reversed the order of **words** and **music**, would we need to change the verb *seems*? (*Yes, No*)

1953

1954

present

In this and the following frames, the first verb in each sentence is in the past tense. Underline the second verb which is in the proper tense. Remember that standard usage requires that a fact permanently true should be expressed in the present tense.

The article *stated* that potatoes (*are, were*) fattening.

2222

2223

me

In this and the following frames, underline the correct pronouns. In each case, choose the form of the pronoun that you would use if the pronoun were used by itself.

The remark made Roxanne and (*me, I*) angry.

2491

2492

evil, and

Nations rise and nations fall.

2760

2761

outside

- a. Would any good American want to admit to his child, "I didn't vote because the weather was bad"?
- b. Would any good American want to admit to his child, "I didn't vote because the weather was bad?"

The question mark is properly placed in sentence (*a, b*).

3029

3030

<p>Does fit</p> <p>65</p>	<p>Must the tire be changed?</p> <p>The verb in this sentence consists of the three words</p> <p>_____.</p> <p>66</p>
<p>unequal</p> <p>335</p>	<p>a. We have an old apple tree in our back yard. b. We have an old apple tree, and it is in our back yard.</p> <p>Sentence <i>a</i> is <i>simple</i>; sentence <i>b</i> is <i>compound</i>.</p> <p>The sentence which is better because it doesn't give too much importance to the location of the tree is the (<i>simple, compound</i>) sentence.</p> <p>336</p>
<p>which</p> <p>605</p>	<p>Underline the correct relative pronoun:</p> <p><b>the nurse</b> (<i>who, which</i>)</p> <p>606</p>
<p>studying</p> <p>875</p>	<p>To talk about actions, we must give them names. We give actions names by adding <i>-ing</i> to verbs, thus changing the verbs into nouns which we call by the special name of</p> <p>_____.</p> <p>876</p>
<p>a few of which</p> <p>1145</p>	<p>In using this type of clause, be careful to use <b>whom</b>, and not <b>which</b>, to refer to people.</p> <p><b>The Kellys have three sons, two of</b> (<i>which, whom</i>) <i>are now attending college.</i></p> <p>1146</p>
<p>rumor. It</p> <p>1415</p>	<p>Continue to follow the directions for the previous frame:</p> <p>a. Whenever we buy a used car, we have a mechanic check it thoroughly. b. The Smiths didn't come, we waited until 9 o'clock.</p> <p>1416</p>

break Bananas are harvested while *they* are still green.  
The antecedent of the pronoun *they* is \_\_\_\_\_.

1685

1686

Yes a. A few flowers or a plant is a good gift.  
b. A plant or a few flowers is a good gift.  
Which sentence is correct? \_\_\_\_\_

1954

1955

are The teacher *reminded* us that "all right" (*was, is*) two separate words.

2223

2224

me Roger and (*her, she*) disturbed everyone with their talking.

2492

2493

None The customer upset everything on the counter but finally bought nothing.

2761

2762

a. " \_\_\_\_\_ ?" " \_\_\_\_\_ !"  
b. " \_\_\_\_\_ "? " \_\_\_\_\_ "!

a

In diagrams *a*, the question mark and exclamation point are inside the final quotes; in diagrams *b*, outside the quotes.

Which diagrams show that the entire sentence, not the quotation, is a question or an exclamation? \_\_\_\_\_

3030

3031

Must be changed	<p>Sometimes, for emphasis, we put the verb ahead of its subject.</p> <p>a. The <u>rain came</u> down. b. <u>Down came</u> the rain.</p> <p>In which sentence does the verb precede the subject? _____</p>	66	67
simple	<p>a. She bought an old lamp at a rummage sale, and it was brass. b. She bought an old lamp at a rummage sale, and it turned out to be a valuable antique.</p> <p>Which compound sentence is better because the two ideas are more nearly equal in importance? _____</p>	336	337
who	<p>How do we choose between <b>who</b> and <b>whom</b>? Which form we use depends on its use <i>within</i> the clause itself. Use <b>who</b> when the pronoun is the subject of the verb. Use <b>whom</b> when it is the object of a verb or preposition. <b>Any player <u>who can beat</u> Foster must be very good.</b></p> <p>The pronoun <i>who</i> is the subject of the verb _____</p>	606	607
gerunds	<p>A gerund is a noun that is formed from a _____.</p>	876	877
whom	<p><b>Customs officials, many of (<i>whom, which</i>) speak English, examine your luggage.</b></p>	1146	1147
come. We	<p>a. This song is not original, it was adapted from a popular piece. b. Although Cambridge was a small town, it produced several of our most famous authors.</p> <p>_____</p>	1416	1417



Bananas

**Bananas are harvested while *they* are still green.**

The noun **Bananas** is the \_\_\_\_\_ of the pronoun *they*.

1686

1687

**The teacher or the students (*select, selects*) the topic.**

The singular subject **teacher** requires a singular verb, but the plural subject **students** requires a plural verb.

a

Because the plural subject **students** is closer to the verb, we choose the plural verb \_\_\_\_\_.

1955

1956

is

**The family *moved* to Hollywood, where Verna (*gets, got*) a job as an extra.**

2224

2225

she

**Neither the Mannings nor (*us, we*) would sell our land.**

2493

2494

None

**It took Columbus seventy days to cross the Atlantic but a modern jet makes the trip in less than six hours.**

2762

2763

b

First decide whether just the quotation or the entire sentence is a question. Then complete the punctuation at the end of this sentence:

**When you get the wrong number, do you say, "I'm sorry**

3031

3032

You are more likely to select the right subject if you look for the verb first.

**Out jumped the rabbit.**

b After you find the verb **jumped**, ask yourself, "Who or what **jumped**?" The answer will always tell you the subject.

67 The subject of this sentence is \_\_\_\_\_ 68

a. The house was attractive. The neighborhood appealed to us.

b. The house was attractive. Rents are high in our city.

b Which pair of sentences would make a better compound sentence because their ideas are similar? \_\_\_\_\_

337 338

The relative pronoun that starts an adjective clause is not always the subject.

can beat **Any player *whom Ross can beat* must be very poor.**

The subject of the verb *can beat* is not the pronoun *whom*, but the noun \_\_\_\_\_.

607 608

verb Do you remember that we also formed present participles by adding *-ing* to verbs?

Could the word *swinging* be either a present participle or a gerund? (Yes, No)

877 878

In this and the following frames, subordinate the italicized statement by changing it to an adjective clause built on the "one of which" or "some of whom" pattern:

whom **We have three clocks, and none of them keeps good time.**

**We have three clocks, \_\_\_\_\_ keeps good time.**

1147 1148

original. It a. If you will sometimes agree with other people, they will be more likely to agree with you.

b. Whales do not actually spout water, they merely blow out their moist breath.

1417 1418

antecedent 1687	<p>The pronouns <i>I</i> and <i>you</i> require no antecedents because there can be no doubt about to whom they refer. <i>I</i> always means the speaker and <i>you</i> the person(s) spoken to.</p> <p>If someone should say to you, "I know him" or "You know him," the only pronoun about which there can be any doubt is the pronoun (<i>I, you, him</i>).</p>	1688
select 1956	<p>Though a sentence with a singular and a plural subject joined by <b>or</b> or <b>nor</b> is correct when the verb agrees with the closer word, careful writers try to avoid such sentences.</p> <p>a. The teacher or the students select the topic. b. The teacher selects the topic, or the students do.</p> <p>A careful writer would prefer sentence (<i>a, b</i>).</p>	1957
got 2225	<p><b>Copernicus</b> <i>believed</i> that the earth (<i>rotates, rotated</i>) around the sun.</p>	2226
we 2494	<p>I understand that Rick told (<i>them, they</i>) and (<i>us, we</i>) entirely different stories.</p>	2495
Atlantic, but 2763	<p>Are we solving this problem or merely postponing it?</p>	2764
. . . sorry"? 3032	<p>When <i>both</i> the sentence and the quotation are questions, we use only one question mark, not two. This question mark goes inside the quotation.</p> <p>Did the referee ask, "Are you ready?"</p> <p>Complete the punctuation at the end of this sentence: Will Judy ask, "Have you seen Ralph</p>	3033

This story the class really enjoyed.

rabbit

First find the verb—enjoyed. Then ask yourself, “Who or what enjoyed?”

The subject of this sentence is \_\_\_\_\_.

68

69

- a. Brad apologized to Cathy. She was with her sister.  
b. Brad apologized to Cathy. She accepted his apology.

a

Which pair of sentences would make a better compound sentence because their ideas are related? \_\_\_\_\_

338

339

Any player <sup>whom Ross can beat</sup> must be very poor.

Ross

Look at the arrow in the above sentence. The relative pronoun *whom* stands for the noun \_\_\_\_\_.

608

609

Yes

To decide whether an *-ing* word is a present participle or a gerund, we must see how it is used in the sentence. If the *-ing* word is used as an adjective, it is a \_\_\_\_\_.

878

879

none of which

Rita baby-sits with two children, and one of them is very mischievous.

Rita baby-sits with two children, \_\_\_\_\_  
is very mischievous.

1148

1149

water. They

In this and the following frames, correct each run-on sentence by adding a conjunction (*and, but, or*), with a comma at the end of the first statement. Write only the word before and after the conjunction.

It wasn't what he said, it was the way he said it.

1418

1419

	Pronouns require antecedents whenever there can be any doubt about <i>whom</i> or <i>what</i> they refer to.	
him	a. As soon as the boys got paid, they spent <i>it</i> . b. As soon as the boys got their pay, they spent <i>it</i> .	
1688	In which sentence does the pronoun <i>it</i> have an antecedent? _____	1689
b	a. The kitchen wasn't large enough, and neither were the bedrooms. b. Neither the kitchen nor the bedrooms were large enough.	
1957	Although each subject has its proper verb, a careful writer would prefer sentence ( <i>a</i> , <i>b</i> ).	1958
rotates	There Cauley <i>met</i> an editor who ( <i>urged</i> , <i>urges</i> ) him to write his life story.	
2226		2227
them, us	We have decided that Ken and ( <i>I</i> , <i>me</i> ) will play against Iris and ( <i>him</i> , <i>he</i> ).	
2495		2496
None	The producers must give the program more variety or it will not survive.	
2764		2765
Ralph?"	Exclamation points are handled in exactly the same way as question marks. "Which tooth hurts?" asked the dentist. "It's another home run!" shouted Pete.	
3033	Is a comma used in addition to either a question mark or an exclamation point in these sentences? ( <i>Yes</i> , <i>No</i> )	3034



class

In this and the following frames, underscore the verb with two lines; then underscore the subject with one line:

To this old inn came a strange visitor.

69

70

b

- a. Cars were a luxury in those days, and they did not have self-starters.  
b. Cars were a luxury in those days, and few people could afford them.

Which is a better compound sentence? \_\_\_\_\_

339

340

player

Keeping in mind that the pronoun *whom* stands for the noun *player*, let us straighten out the clause.

(player) (player)  
*whom* Ross can beat = Ross can beat *whom*

In this clause, the subject of the verb *can beat* is *Ross*, and its direct object is the relative pronoun \_\_\_\_\_.

609

610

present  
participle

If the *-ing* word is used as a noun, it is a \_\_\_\_\_.

879

880

one of whom

The air is full of bacteria, *but most of them are harmless.*

The air is full of bacteria, \_\_\_\_\_  
*are harmless.*

1149

1150

said, but it

There will be a thorough inquiry, the truth will come out.  
\_\_\_\_\_

1419

1420

	<p>a. Collecting stamps is an interesting hobby if one can afford to buy <i>them</i>.</p> <p>b. Stamp collecting is an interesting hobby if one can afford to buy <i>them</i>.</p> <p>In which sentence does the pronoun <i>them</i> have an antecedent? _____</p>	
1689		1690
	<p><b>A few flowers or a plant is a good gift.</b></p> <p>Although this sentence is correct, rewrite it so that each of the two subjects will have its own verb that agrees with it in number.</p> <p>a</p> <p>_____</p> <p>_____</p>	
1958		1959
	<p>urged</p> <p><b>Franklin's experiment <i>proved</i> that lightning (<i>was, is</i>) electricity.</b></p>	
2227		2228
	<p>I, him</p> <p><b>Unfortunately, neither (<i>him, he</i>) nor Connie remembered to feed the dog.</b></p>	
2496		2497
	<p>variety, or</p> <p><b>Andy eats like a horse but gains no weight.</b></p>	
2765		2766
	<p>a. "Just look at that sunset!" exclaimed Mother.</p> <p>b. "Just look at that sunset," exclaimed Mother!</p> <p>The exclamation point is properly placed in sentence (<i>a, b</i>).</p>	
3034		3035

came visitor

Underline the verb and its subject:

**Away** **sped** the blue car.

70

71

b

- a. My birthday was approaching, and I was beginning to think about gifts.  
b. My birthday was approaching, and I had always wanted to go deer hunting.

Which is a better compound sentence? \_\_\_\_\_

340

341

whom

Here is a quick way to decide whether the clause signal is a subject or an object: When you see no other word before the verb that could possibly serve as its subject, then the relative pronoun is its subject, and **who** is correct.

who escaped who were absent who bought our car

The only word that could be the subject here is \_\_\_\_\_.

610

611

gerund

- a. *Swinging* makes me dizzy.  
b. She went through the *swinging* door.

In which sentence is *swinging* a present participle because it is used as an adjective to modify a noun? \_\_\_\_\_

880

881

most of which

**The college has eight hundred students, and many of them come from foreign countries.**

**The college has eight hundred students, \_\_\_\_\_  
\_\_\_\_\_ come from foreign countries.**

1150

1151

inquiry, and the

**You had better take your time, you might make many mistakes.**  
\_\_\_\_\_

1420

1421

- a. It is advisable to have farming experience before buying *one*.  
 b. It is advisable to have experience on a farm before buying *one*.

In which sentence does the pronoun *one* have an antecedent? \_\_\_\_\_

A few flowers are  
 a good gift,  
 and so  
 is a plant.  
 (or a similar  
 sentence)

If you were to add the words printed in parentheses at the point marked by the caret (^), would you need to change the italicized verb? If a change would be necessary, write only the form of the verb that would be required. If the verb would remain the same, write *Correct*.

Neither ^ *has* a fur collar. (of my coats) \_\_\_\_\_

The bus driver *informed* us that Philadelphia (*is, was*) very close to New York.

he The "Devil's Ride" made Kathy and (*she, her*) sick.

## Lesson 77 Commas After Introductory Expressions

[Frames 2766-2801]

- a. Mr. Lutz exclaimed, "What a silly thing to buy!"  
 b. Mr. Lutz exclaimed, "What a silly thing to buy"!

The exclamation point is properly placed in sentence (a, b).

sped car

Underline the verb and its subject:

Here stands the monument to the Unknown Soldier.

71

72

a

You can always add salt to your food, but you cannot remove it once it is in.

The first part of this sentence concerns adding salt to food; the second part concerns removing it. This compound sentence, therefore, is (*good, poor*).

341

342

who

If, on the other hand, the verb already has a subject, then the relative pronoun must be its object, and **whom** is correct.

whom I admire whom we invited whom the dog bit

The verbs in the above clauses already have subjects; therefore *whom* must be the (*subject, object*) in each clause.

611

612

b

a. *Swinging* makes me dizzy.

b. She went through the *swinging* door.

In which sentence is *swinging* a gerund because it is used as a noun to name an action? \_\_\_\_\_

881

882

many of whom

The school has twelve rooms, and three of them are not used.

The school has twelve rooms, \_\_\_\_\_  
are not used.

1151

1152

time, or you

The election was close at hand, everyone was discussing politics.

1421

1422



b

One becomes a *scientist* because *science* interests him.  
 One becomes a *musician* because *music* interests him.  
 One becomes a *lawyer* because \_\_\_\_\_ interests him.

1691

1692

Correct

A These buses *go* to the stadium. (Either of)

\_\_\_\_\_

1960

1961

is

The author *went* back to Italy, where he (*visits, visited*) his birthplace.

2229

2230

her

The Chandlers and (*they, them*) attend the same church.

2498

2499

For variety or emphasis, we often begin a sentence with an adverbial modifier—a word, a phrase, or a clause.

a. Our team has been winning recently.

b. Recently our team has been winning.

Which sentence begins with an introductory adverb? \_\_\_\_\_

2768

a

In this and the following frames, circle the letter of the sentence that is properly punctuated and capitalized:

a. Our neighbor asked, "If he could borrow our lawnmower?"

b. Our neighbor asked, "May I borrow your lawnmower?"

3036

3037

stands  
monument

72

Underline the verb and its subject. Don't overlook the helping verb.

**Never has our team played any better.**

73

good

342

**Arthur drove most of the way, and we had two flat tires.**  
This compound sentence is (*good, poor*).

343

object

612

*whom I admire whom we invited whom the dog bit*

When the relative pronoun that stands for a person is the direct object of the verb within the clause, we use the object form (*who, whom*).

613

a

882

Although gerunds serve as nouns, they still bear some resemblance to verbs. Like verbs, gerunds may take direct objects or subject complements, as no ordinary noun can do.

***Observing ants is fascinating.***

Because the noun *ants* receives the action of the gerund *observing*, it is its (*direct object, subject complement*).

883

three of which

1152

**Ralph brought his parents, and I had met neither of them before.**

**Ralph brought his parents, \_\_\_\_\_**  
***I had met before.***

1153

hand, and  
everyone

1422

In this and the following frames, correct the run-on sentence by inserting a semicolon. Write only the word before and after the semicolon.

**It isn't the car that kills, it's the driver behind the wheel.**

1423

Pete wants to be a lawyer because *it* interests him.

law

The person who made this sentence had *law* in mind when he used the pronoun *it*.

As the sentence turned out, is the noun *law* present to serve as the antecedent for the pronoun *it*? (Yes, No)

1692

1693

goes

Unseasonable weather <sup>A</sup> forces us to cut our prices. (and a heavy stock)

---

1961

1962

visited

## Lesson 62 Using the Present Perfect Tense

[Frames 2232–2261]

2230

they

Gloria, not (*me, I*), thought up this slogan.

2499

2500

To decide whether to use a comma after an introductory adverb such as *Recently* or *Finally* requires judgment. Using a comma sets the adverb apart and gives it more emphasis.

b

a. *Finally*, Ted arrived with the refreshments.

b. *Finally* Ted arrived with the refreshments.

In which sentence is *Finally* given more emphasis? \_\_\_\_\_

2768

2769

b

a. "How does the story end?" asked Miss Nolan.

b. "How does the story end," asked Miss Nolan?

3037

3038

has team played	Underline the verb and its subject: Neither did Pam receive an invitation.
73	74
poor	We cannot prevent tornadoes, but we can minimize their destructiveness. This compound sentence is ( <i>good, poor</i> ).
343	344
whom	Mr. Dolby is a person . . . <u>worries</u> about nothing. Since the clause has no other subject, the relative pronoun would have to be the subject. We would therefore choose the subject form ( <i>who, whom</i> ).
613	614
direct object	<i>Being selfish</i> is a good way to lose friends. (Do you recall that <i>be</i> , with all its forms, is a linking verb?) Because the adjective <i>selfish</i> completes the meaning of the gerund <i>Being</i> , it is its ( <i>direct object, subject complement</i> ).
883	884
neither of whom	In a similar type of adjective clause, a noun precedes the words of <i>which</i> ; for example, the price of which, the result of which, the purpose of which. There are many words the meanings of which have changed. What noun precedes of which? _____
1153	1154
kills; it's	Male mosquitoes do not bite people, they live on the juice of plants. _____
1423	1424
page 147	

<p>No</p> <p>1693</p>	<p>WRONG: Pete wants to be a lawyer because <i>it</i> interests him.          RIGHT: Pete wants to be a lawyer because <i>law</i> interests him.</p> <p>This sentence was corrected by (<i>changing the pronoun to a noun, supplying an antecedent</i>).</p> <p>1694</p>
<p>force</p> <p>1962</p>	<p>The sprayer <sup>A</sup> <i>sells</i> for two dollars. (with the chemical)</p> <hr/> <p>1963</p>
	<p>A tense formed by combining a past participle with a form of <b>have</b> is called a <b>perfect tense</b>.</p> <p>a. <b>decided</b>      b. <b>have decided</b></p> <p>Which verb is an example of a perfect tense? _____</p> <p>2232</p>
<p>I</p> <p>2500</p>	<p>This is something for you and (<i>me, I</i>) to think about</p> <p>2501</p>
<p>a</p> <p>2769</p>	<p>The pause at the comma gives the meaning of the introductory adverb more time to "sink in."</p> <p>a. <i>Fortunately</i>, the water was shallow.          b. <i>Fortunately</i> the water was shallow.</p> <p>The adverb <i>Fortunately</i> gets more attention in sentence a because it is set off with a _____.</p> <p>2770</p>
<p>a</p> <p>3038</p>	<p>a. "Just what I wanted!" exclaimed Ellen as she opened the box.          b. "Just what I wanted!", exclaimed Ellen as she opened the box.</p> <p>3039</p>



<p>did Pam receive</p> <p>74</p>	<p>Underline the verb and its subject:</p> <p><b>Must each member participate in the discussion?</b></p> <p>75</p>
<p>good</p> <p>344</p>	<p>The car had no lights, and the accident occurred on our corner.</p> <p>This compound sentence is (<i>good, poor</i>).</p> <p>345</p>
<p>who</p> <p>614</p>	<p><b>Mr. Dolby is a person . . . <i>nothing</i> worries.</b></p> <p>Since the clause already has the subject <i>nothing</i>, the relative pronoun would have to be the object.</p> <p>We would therefore choose the object form (<i>who, whom</i>).</p> <p>615</p>
<p>subject complement</p> <p>884</p>	<p>The phrases formed by gerunds with their related words are called <b>gerund phrases</b>. These phrases can be used in any way that nouns are used.</p> <p><i>Reading this book changed his entire life.</i></p> <p>In this sentence the gerund phrase <i>Reading this book</i> is used as the _____ of the verb <b>changed</b>. 885</p>
<p>meanings</p> <p>1154</p>	<p><b>Mr. Kerr bought several stocks</b> <i>the value of which is very doubtful.</i></p> <p>What noun precedes <i>of which</i>? _____</p> <p>1155</p>
<p>people; they</p> <p>1424</p>	<p>It is not enough merely to feel appreciation, one should also express it.</p> <p>_____</p> <p>1425</p>

changing the  
pronoun to a noun

1694

WRONG: Pete wants to be a lawyer because *it* interests him.  
RIGHT: Pete wants to study *law* because *it* interests him.  
This sentence was corrected by (*changing the pronoun to a noun, supplying an antecedent*).

1695

Correct

1963

A These questions *are* answered in this chapter. (Every one of)

1964

b

2232

Just as we have three simple tenses—the present, past, and future—we also have three corresponding perfect tenses—the present perfect, the past perfect, and the \_\_\_\_\_ perfect.

2233

me

2501

## Lesson 70 Informal and Formal Pronoun Usage

[Forms 2503–2540]

comma

2770

An introductory phrase gets more attention, too, when it is set off with a comma.

a. *For a child* he was remarkably strong.

b. *For a child*, he was remarkably strong.

Which sentence gives more emphasis to the prepositional phrase? \_\_\_\_\_

2771

a

3039

a. Carolyn screamed, "Look out for that child!"  
b. Carolyn screamed, "Look out for that child!"

3040

Must member  
participate

Underline the verb and its subject:

**Where does Mother keep the scissors?**

75

76

poor

Use a compound sentence when you want your reader to think of two ideas in connection with each other.

- a. The engine runs smoothly. It uses too much gas.  
b. The engine runs smoothly, but it uses too much gas.

Which arrangement brings the two ideas into closer relationship—*a* or *b*? \_\_\_\_\_

345

346

whom

Underline the correct relative pronoun after deciding whether it is used as the subject or the object of the verb:

**People (*who, whom*) are honest themselves usually trust others.**

615

616

subject

**Your mistake was enclosing money in a letter.**

The gerund phrase completes the meaning of the linking verb **was** and explains the subject **mistake**. The gerund phrase is therefore a (*direct object, subject complement*).

885

886

value

Ordinarily, the relative pronoun **whose** provides a smoother sentence than **of which** and requires fewer words.

- a. I read a novel *the ending of which is disappointing*.  
b. I read a novel *whose ending is disappointing*.

Sentence *b* is \_\_\_\_\_ words shorter than sentence *a*. (How many?)

1155

1156

appreciation; one

One of the following sentences is a run-on sentence. In the other, the error was avoided by subordination.

- a. After the children left, the cozy home seemed empty and cheerless.  
b. The children left, the cozy home seemed empty and cheerless.

Which sentence is correct?

1425

1426

supplying an antecedent 1695	When a pronoun lacks an antecedent, we can correct the sentence in either of two ways: (1) Eliminate the pronoun; (2) supply an _____ to give the pronoun meaning. 1696
is 1964	The janitor <sup>A</sup> <i>helps</i> the younger children cross the street. (or an older pupil) _____ 1965
future 2233	Whether a verb is in the present perfect, past perfect, or future perfect tense depends on whether the participle is combined with a present, past, or future form of <b>have</b> . Underline the two present forms of <b>have</b> : has      had      have      will have 2234
	Now we consider a rule that holds more rigidly for writing than it does for speaking: Use the nominative case for a pronoun that follows any form of the verb <b>be</b> ( <i>is, am, are—was, were, been</i> ). Underline the correct pronoun: <b>It must be (they, them) who called.</b> 2503
b 2771	<i>In desperation</i> the mayor threatened to resign. To give more emphasis to the introductory phrase, would you put a comma after <i>desperation</i> ? (Yes, No) 2772
b 3040	a. I get tired of being asked, "Is it hot enough for you?" b. I get tired of being asked, "Is it hot enough for you?" 3041

does  
Mother  
keep

76

Underline the verb (three words) and its subject:

Can this dress be washed in soap and water?

77

b

346

- a. You must shut the gate, or the dog will get out.
- b. You must shut the gate. The dog will get out.

Which arrangement brings out the relationship between the two ideas more clearly? \_\_\_\_\_

347

who

616

Underline the correct relative pronoun:

The speaker (*who, whom*) he introduced was embarrassed by so much praise.

617

subject  
complement

886

- a. We paid thirty dollars for repairs.
- b. We paid thirty dollars for repairing the motor.

In which sentence is a gerund phrase the object of the preposition for? \_\_\_\_\_

887

two

1156

The relative pronoun **whose**, unlike **who** and **whom**, can be used for things as well as for persons.

- a. I ordered a French soup *the name of which I can't pronounce*.
- b. I ordered a French soup *whose name I can't pronounce*.

Are both sentences correct? (Yes, No)

1157

a

1426

- a. We hiked through a dense woods, the sunlight hardly penetrated the thick foliage.
- b. We hiked through a dense woods, where the sunlight hardly penetrated the thick foliage.

Which sentence is correct? \_\_\_\_\_

1427



antecedent	<p><i>It</i> is sometimes used not as a pronoun, but as an introductory word to get a sentence started—especially in remarks about <i>time</i> or the <i>weather</i>. This usage is perfectly correct.</p> <p>a. <i>It</i> was ten o'clock, and <i>it</i> was starting to rain.  b. I guess I'm not musical because I've never enjoyed <i>it</i>.</p> <p>In which sentence is <i>it</i> correctly used? _____</p>	1696	1697
Correct	<p>A few cookies <sup>A</sup> <i>satisfy</i> my hunger after school. (or a sandwich)</p> <p>_____</p>	1965	1966
has, have	<p>Using a present form of <b>have</b> (<i>have</i> or <i>has</i>) with a participle gives us the <b>present perfect</b> tense.  Using the past form of <b>have</b> (<i>had</i>) with a participle gives us the <b>past perfect</b> tense.</p> <p>a. <b>have</b> decided      b. <b>had</b> decided</p> <p>Which verb is in the present perfect tense? _____</p>	2234	2235
they	<p>Why is it that after every other verb in the English language we use an objective pronoun but that after any form of the verb <b>be</b> we use a nominative pronoun?</p> <p><b>The chairman was he. (He was the chairman.)</b></p> <p>Can this sentence be turned around without changing the meaning? (<i>Yes, No</i>)</p>	2503	2504
Yes	<p>A comma is more frequently used after a long introductory phrase than after a short one.</p> <p>a. <b>After several weeks of hard and persistent practice the team perfected this play.</b>  b. <b>For weeks the team practiced this play.</b></p> <p>In which sentence would you use a comma? _____</p>	2772	2773
b	<p>a. Can't you just hear Aunt Emma saying, "I told you so"?"  b. Can't you just hear Aunt Emma saying, "I told you so?"</p>	3041	3042

Can dress  
be washed

Can a verb consist of more than one word? (Yes, No)

77

78

a

a. I liked the dog. It was a collie.

b. I liked the dog. The dog liked me.

Which pair of sentences would you connect with *and* to bring the two ideas into closer relationship? \_\_\_\_\_

347

348

whom

Underline the correct relative pronoun:

**Robert Frost is the poet (*who, whom*) I selected for my report.**

617

618

b

In this and the following frames, underline each gerund phrase and indicate its use by writing one of the following abbreviations in the parentheses:

*S = Subject                      SC = Subject Complement*  
*DO = Direct Object          OP = Object of Preposition*

887

**The sign forbids *fishing from this dock*. (            )**

888

Yes

Even though **whose** may be used for things, there are times when you might prefer the **of which** construction. Change the **whose** to the **of which** construction (see frame 1154):

**She makes pastry *whose preparation takes an entire day*.**

**She makes pastry \_\_\_\_\_**

1157

**\_\_\_\_\_ takes an entire day.**

1158

b

a. The restaurant being crowded, we decided not to wait.

b. The restaurant was crowded, we decided not to wait.

Which sentence is correct? \_\_\_\_\_

1427

1428

	We often move a word group used as a subject to the end of the sentence and use an introductory <i>It</i> to fill the gap. (Such a subject, by the way, is called a <i>delayed subject</i> .)	
a	a. <i>To walk would be fun.</i> b. <i>It would be fun to walk.</i>	
1697	In sentence <i>b</i> , the subject <i>to walk</i> has been moved to the end, and the gap is filled by the word _____. 1698	
satisfies.	A pedigreed cocker spaniel <sup>A</sup> goes to the winner. (, as well as a year's supply of dog food,)	
1966	_____ 1967	
a	Using a future form of <b>have</b> ( <i>shall have</i> or <i>will have</i> ) with a participle gives us the <b>future perfect tense</b> .	
2235	a. <b>have decided</b> b. <b>shall have decided</b> c. <b>had decided</b> Which verb is in the future perfect tense? _____ 2236	
Yes	<b>The chairman was he.</b> ( <i>He was the chairman.</i> ) This sentence can be turned around because any pronoun that follows a form of <b>be</b> means the same person or thing as the subject. In the above sentence, the pronoun <i>he</i> means the same person as the subject _____ 2505	
2504		
a	After short introductory phrases that state <i>time</i> or <i>place</i> ( <i>In June</i> , <i>On Monday</i> , <i>At Buffalo</i> ), commas are usually omitted.	
2773	a. <b>On Friday, the Student Council meets.</b> b. <b>On the last Friday of each month, the Student Council meets.</b> The comma might well be omitted in sentence ( <i>a</i> , <i>b</i> ). 2774	
a	In the remaining frames, punctuate each sentence and supply capitals where necessary. Each sentence requires, among other things, a question mark or an exclamation point.	
3042	<b>Are these flowers from your own garden asked Mrs. Sheldon</b> 3043	

- Yes
- a. shall, could, should, can, must, might  
b. soon, never, now, always, not, surely

Which group of words consists of helping verbs? \_\_\_\_\_

78

79

**I liked the dog, and the dog liked me.**

- b Because both parts of the sentence concern the relationship between the person and the dog, this is a (*good, poor*) compound sentence.

348

349

whom

When the relative pronoun is the object of a preposition, use the object form **whom**; for example, **to whom, for whom, from whom**.

Underline the correct relative pronoun:

**Most of the candidates** *for (who, whom) I voted* **were elected.**

618

619

fishing from  
this dock (DO)

*S = Subject SC = Subject Complement*  
*DO = Direct Object OP = Object of Preposition*

**His violation was** *driving through a red light.* ( )

888

889

the preparation  
of which

Change the **whose** to the **of which** construction:

**The minister told a story** *whose point most people missed.*

**The minister told a story** \_\_\_\_\_

*most people missed.*

1158

1159

a

- a. Having no one to play with, the child turned to books for companionship.  
b. The child had no one to play with, she turned to books for companionship.

Which sentence is correct? \_\_\_\_\_

1428

1429

<p>It</p> <p>1698</p>	<p>Move the italicized subject to the end of the sentence and put the introductory word <i>It</i> in its place:</p> <p><i>To take chances is foolish.</i></p> <hr/> <p>1699</p>
<p>Correct</p> <p>1967</p>	<p>A The boys <i>are</i> very willing to help. (Each of)</p> <hr/> <p>1968</p>
<p>b</p> <p>2236</p>	<p>a. Mr. Frisby <i>spoke</i> for an hour. b. Mr. Frisby <i>has spoken</i> for an hour.</p> <p>In which sentence is the verb in the present perfect tense?</p> <hr/> <p>2237</p>
<p>chairman</p> <p>2505</p>	<p>The chairman <i>was he</i>.</p> <p>Since <i>he</i> could just as well be the subject of this sentence, we put it in the same case as if it were the subject of the sentence—that is, in the (<i>nominative, objective</i>) case.</p> <p>2506</p>
<p>a</p> <p>2774</p>	<p>Use a comma after an adverb clause that comes at the beginning of a sentence, ahead of the main clause.</p> <p>a. You will change your mind <i>when you hear all the facts</i>. b. <i>When you hear all the facts</i> you will change your mind.</p> <p>Which sentence requires a comma because the adverb clause comes first? _____</p> <p>2775</p>
<p>"Are . . . garden?" asked Mrs. Sheldon.</p> <p>3043</p>	<p>The agent asked _____ is the lady of the house at home</p> <p>3044</p>



It is foolish to  
take chances.

1699

Move the italicized subject to the end of the sentence and  
put the introductory word *It* in its place:

*That he forgot his own birthday seems strange.*

1700

is

The superb acting <sup>A</sup> *makes* this an outstanding movie. (and  
the fine directing)

1968

1969

b

Use the present perfect tense for an action that began in  
the past but that continues, or whose effect continues, into  
the present.

a. *Pat lived in Chicago for ten years.*

b. *Pat has lived in Chicago for ten years.*

2237

In which sentence is Pat still living in Chicago? \_\_\_\_\_

2238

nominative

WRONG: *The chairman was him.*

If we used the objective pronoun *him* after the verb *was*,  
could we turn this sentence around without changing the  
pronoun? (*Yes, No*)

2506

2507

b

**Shorthand is difficult** *unless you are a good speller.*

*Unless you are a good speller, shorthand is difficult.*

Only one of the above sentences contains a comma.

The comma is used when the adverb clause comes (*first, last*).

2775

2776

The agent asked,  
"Is...  
home?"

3044

**Stop** shouted the bandleader

3045

True

The subject always comes ahead of the verb in every sentence. (*True, False*)

80

81

a

I was born in Utah, but our family soon moved to Oregon.

This is a good compound sentence because both parts concern (*location, growth*).

350

351

for

Underline the correct relative pronoun:

**My grandfather was a man to (*whom, who*) everyone came for advice.**

620

621

Saving the  
precious  
topsoil (S)

*S = Subject*

*SC = Subject Complement*

*DO = Direct Object*

*OP = Object of Preposition*

**The clerk made an error in adding the figures. (       )**

890

891

the name  
of which

In this and the following frames, subordinate each italicized statement to an **of which** construction, preceded by a noun ("the cause of which," "the price of which"):

**Our school had an assembly, and the purpose was to improve sportsmanship.**

**Our school had an assembly \_\_\_\_\_**

1160

\_\_\_\_\_ was to improve sportsmanship. 1161

b

## Lesson 39 Adverbs as a Cause of Run-on Sentences

[Frames 1432-1465]

1430

It seems strange  
that he forgot  
his own birthday.

1700

Although such expressions as “**It says**” are commonly used, they are rather roundabout and clumsy.

*It says in the Bible that all men are brothers.*

Is there any noun in this sentence that tells you *who* or *what* the mysterious *It* is? (*Yes, No*)

1701

make

## Lesson 55 An Agreement Problem in Adjective Clauses

[Frames 1971-2003]

1969

b

If a past action or its effect continues into the present time, use the (*present perfect, present*) tense.

2238

2239

No

Underline the correct pronoun—the one that you could use if you turned the sentence around:

**The culprits were** (*they, them*).

2507

2508

first

- a. Most voters have made up their minds before the campaign starts.  
b. Before the campaign starts most voters have made up their minds.

2776

Which sentence requires a comma? \_\_\_\_\_

2777

“Stop!”  
shouted the  
bandleader.

3045

**Will all these new inventions    asked the speaker    make people any happier**

3046

False

You are less likely to make a mistake in selecting the subject and the verb if you select the \_\_\_\_\_ first.

81

82

location

Use the conjunction **and** merely to add one idea to another. Use the conjunction **but** to point out a contrast or contradiction between the two ideas.

**I didn't want a reward, . . . Mr. Hart made me take it.**

Would **and** or **but** make better sense in this sentence?

351

352

whom

- a. Everyone values a friend . . . is dependable.  
b. Everyone values a friend upon . . . he can depend.

In which sentence would **whom** be correct? \_\_\_\_\_

621

622

adding the  
figures (OP)

*S = Subject                      SC = Subject Complement*  
*DO = Direct Object          OP = Object of Preposition*

**Being a road hog increases the likelihood of automobile accidents. (           )**

891

892

the purpose  
of which

**My tropical fish contracted a disease, and the cause of it is not known.**

**My tropical fish contracted a disease \_\_\_\_\_  
\_\_\_\_\_ is not known.**

1161

1162

There is a special group of *adverbs* that we use to lead the reader smoothly from one sentence to the next:

**then                      besides                      furthermore                      otherwise**  
**therefore              however                      consequently                      nevertheless**

Would you be likely to start a new piece of writing with one of these adverbs as your very first word? (*Yes, No*)

1432

No

a. It says in the Bible that all men are brothers.

b. The Bible says that all men are brothers.

Which sentence is more direct and to the point? \_\_\_\_\_

1701

1702

In an adjective clause, a verb should agree with its subject—often the relative pronoun **who**, **which**, or **that**.

Whether these pronouns are singular or plural depends on whether their antecedents are singular or plural.

I like a dog *that is friendly.*

The antecedent of the pronoun *that* is the noun \_\_\_\_\_ 1971

present perfect

**Mr. Frisby spoke for an hour.**

This could mean that Mr. Frisby spoke yesterday, last year, or ten years ago. The action belongs entirely to the past. To show that Mr. Frisby is still speaking, we must replace *spoke* with the present perfect verb \_\_\_\_\_ *spoken*.

2239

2240

they

Underline the correct pronoun:

**The only other girl in the class was (*her, she*).**

2508

2509

b

a. As the number of cars increases, many highways become inadequate.

b. Many highways become inadequate, as the number of cars increases.

From which sentence should the comma be omitted? \_\_\_\_\_ 2778

2777

"Will . . .  
inventions,"

. . . speaker,

"make . . . happier?"

In punctuating this sentence, place the exclamation point just as you would place a question mark if the quotation were a question.

**The people behind him were shouting sit down**

3046

3047



# Lesson 3 Two Sentence Patterns Built on Action Verbs

(Forms 94-128)

82

Use the conjunction **or** to express a choice between two ideas.

but

a. I steered for the shore, . . . the wind kept turning the boat.

b. The course is getting harder, . . . I am getting lazier.

352

In which sentence would **or** make good sense? \_\_\_\_\_ 353

b

When a phrase such as **I think, I suppose, we hope** follows the relative pronoun, choose the same form of the pronoun you would choose if the phrase were not there.

**It is John who I think should apologize.**

Disregarding the phrase *I think*, we choose *who* because it is the subject of the verb \_\_\_\_\_

622

623

Being a road  
hog (S)

Railroads are still one of the cheapest means of hauling heavy loads. ( )

892

893

the cause  
of which

**Our television set has a knob, and I have never discovered its purpose.**

**Our television set has a knob \_\_\_\_\_  
\_\_\_\_\_ I have never discovered.**

1162

1163

No

then            besides            furthermore            otherwise  
therefore    however            consequently            nevertheless

These words usually refer to something previously said. Besides pointing back to something previously said, do these adverbs lead on to the next idea? (*Yes, No*)

1432

1433

<p>b</p> <p>1702</p>	<p>a. The sign said that hunting was not allowed. b. It said on the sign that hunting was not allowed.</p> <p>Which sentence is more direct and to the point? _____</p> <p>1703</p>
<p>dog</p> <p>1971</p>	<p>I like a <sup>dog</sup> <i>that</i> is friendly.</p> <p>Because the pronoun <i>that</i> stands for the singular noun <b>dog</b>, it requires the singular verb _____.</p> <p>1972</p>
<p>has (spoken)</p> <p>2240</p>	<p>a. Carl <i>built</i> a fire. b. Carl <i>has built</i> a fire.</p> <p>One sentence means that the fire is past history. The other means that, although the fire was built in the past, the effect of the action continues into the present moment.</p> <p>Which sentence means that the fire is still burning? _____</p> <p>2241</p>
<p>she</p> <p>2509</p>	<p>Why is this rule so frequently disregarded in informal English? It is because after every verb except <b>be</b>, we are accustomed to hearing and seeing the <i>objective</i> form of pronouns.</p> <p><b>Tom knows me. The police stopped him. Colby beat us.</b></p> <p>The verb in each of the above sentences is followed by (<i>a nominative, an objective</i>) pronoun.</p> <p>2510</p>
<p>b</p> <p>2778</p>	<p>If an introductory adverb clause is shifted to the end of a sentence, a comma is usually (<i>necessary, unnecessary</i>).</p> <p>2779</p>
<p>shouting, "Sit down!"</p> <p>3047</p>	<p>It was Cain who asked am I my brother's keeper</p> <p>3048</p>

Nearly every simple sentence that we make falls into one of three basic patterns. Two of these patterns involve *action verbs*.

Underline the one verb which indicates an *action*:

was      pushed      seemed

84

b      Our school is small, . . . we have good teams.

Which conjunction would bring out the meaning more clearly—and or but? \_\_\_\_\_

353

354

I think      I suppose      we hope      we guess

should apologize

When a clause like one of these follows the relative pronoun, pay no attention to it when choosing between **who** and **whom**.

**Briggs is the candidate** (*who, whom*) *will win*.

**Briggs is the candidate** (*who, whom*) *I suppose will win*.

623

In both sentences, the correct pronoun is (*who, whom*). 624

hauling heavy  
loads (OP)

The next step is removing the tire from the rim. (      )

893

894

the purpose  
of which

The county constructed a road, *and the need for it was very great*.

The county constructed a road \_\_\_\_\_  
\_\_\_\_\_ *was very great*.

1163

1164

Yes

then      besides      furthermore      otherwise  
therefore      however      consequently      nevertheless

Because these special adverbs point both backward and forward, they are useful steppingstones between sentences. Which of these adverbs would fit in best below?

1433

I enjoy movies. \_\_\_\_\_, I seldom go.

1434

<p>a</p> <p>1703</p>	<p>It shows in the diagram how to adjust the carburetor.</p> <p>Rewrite the above sentence, eliminating the introductory <i>It</i>.</p> <hr/> <hr/> <p>1704</p>
<p>is</p> <p>1972</p>	<p>a. I like a <b>dog</b> <i>that is friendly</i>. b. I like <b>dogs</b> <i>that are friendly</i>.</p> <p>In which sentence does the relative pronoun <i>that</i> have a plural antecedent? _____</p> <p>1973</p>
<p>b</p> <p>2241</p>	<p>The present perfect tense always ties up the action in some way with the present. If the action is not still continuing, it at least has some effect upon a present situation.</p> <p>Underline the correct verb:</p> <p><b>If Dad (<i>took, has taken</i>) the car, we shall have to walk.</b></p> <p>2242</p>
<p>an objective</p> <p>2510</p>	<p>People find it difficult to make a single exception to the general pattern of our language and often say, "It was <i>us</i>" or "It was <i>them</i>"—just as they say, "It followed <i>us</i>" or "It followed <i>them</i>."</p> <p>Underline the pronouns that are <i>formally</i> correct:</p> <p><b>It was (<i>we, us</i>).      It was (<i>they, them</i>).</b></p> <p>2511</p>
<p>unnecessary</p> <p>2779</p>	<p>An adverb clause that comes at the end of a sentence does not usually require a comma. However, when the end clause begins with <b>for</b> (meaning <b>because</b>), a comma is needed to prevent misreading.</p> <p><b>She had to wait <i>for</i> the doctor was out.</b></p> <p>Without a comma, might this sentence be puzzling? (<i>Yes, No</i>)</p> <p>2780</p>
<p>asked, "Am . . . keeper?"</p> <p>3048</p>	<p><b>Wasn't it P. T. Barnum who said    there's a sucker born every minute</b></p> <p>3049</p>

pushed  84	Some action verbs indicate actions of the <i>body</i> ; others indicate actions of the <i>mind</i> .  a. worked, drove, washed, wrote, lifted b. thought, hoped, believed, decided, understood  Which group of verbs indicates actions of the mind— <i>a</i> or <i>b</i> ?  _____ 85
but  354	Hockey originated in Canada, . . . many of the best players are Canadians.  Which conjunction would bring out the meaning more clearly—and or but? _____ 355
who  624	There are some customers . . . <u>you can never please</u> .  Because <i>you</i> is the subject of the verb <i>can please</i> in the adjective clause, the missing relative pronoun would be its direct object.  We would therefore choose the relative pronoun ( <i>who</i> , <i>whom</i> ). 625
removing the tire from the rim (SC)  894	Norman dreaded going to the dentist. (       )  895
the need for which  1164	We studied a poem by Robert Frost, and its meaning was very difficult.  We studied a poem by Robert Frost _____  _____ was very difficult. 1165
However, (or Nevertheless,)  1434	then                besides                furthermore                otherwise therefore        however                consequently                nevertheless  These adverbs modify the entire word group to which they are attached rather than a single word.  I enjoy movies. However, I seldom go.  The adverb <i>However</i> modifies ( <i>go, I seldom go</i> ). 1435

page 169



The diagram shows how to adjust the carburetor.

1704

In this movie it shows how flour is manufactured.

Rewrite the above sentence, eliminating the introductory **It**.

1705

I <sup>like</sup> dogs that are friendly.

b

Because the pronoun *that* stands for the plural noun **dogs**, it requires the plural verb \_\_\_\_\_.

1973

1974

has taken

- a. Mr. Perkins *was* our postman for twelve years.  
b. Mr. Perkins *has been* our postman for twelve years.

Which sentence would mean that Mr. Perkins is still your postman? \_\_\_\_\_

2242

2243

we, they

The use of objective pronouns after **be** has been gaining ground in informal usage. "It's *me*" is now generally accepted as correct speech. "It's *us*" is trailing close behind.

Although "It's *me*" violates the formal rule, it is acceptable in free-and-easy conversation. (*True, False*)

2511

2512

Yes

- a. I did not apply for the job was in another town.  
b. I did not apply because the job was in another town.

In which sentence is a comma needed to prevent misreading? \_\_\_\_\_

2780

2781

said, "There's . . . minute"?

3049

## Lesson 85 Pinning Down the Apostrophe

[Frames 3051-3063]

Action verbs can sometimes make complete statements about their subjects without the need of any other words.

a. Harvey stumbled.

b. Harvey sharpened . . .

b

Does the action verb make a complete statement about its subject in *a* or *b*? \_\_\_\_\_

85

86

**Machinery is supposed to make life easier, . . . people seem to be busier than ever.**

and

Which conjunction would bring out the meaning more clearly—**and** or **but**? \_\_\_\_\_

355

356

**There are some customers** *whom you can never please.*

Now insert the phrase *I suppose* after the clause signal *whom*.

whom

Underline the correct relative pronoun:

**There are some customers** (*who, whom*) *I suppose you can never please.*

625

626

We can sometimes improve a weak compound sentence by changing one of its statements to a gerund phrase used as the object of a preposition.

going to the  
dentist (DO)

*Dave watched the men work, and he learned about motors.*  
**By watching the men work, he learned about motors.**

895

We change the verb *watch* to the gerund \_\_\_\_\_

896

**We camped at the foot of Silver Mountain, and its top is snow-capped.**

the meaning  
of which

**We camped at the foot of Silver Mountain** \_\_\_\_\_  
\_\_\_\_\_ *is snow-capped.*

1165

1166

**then**

**besides**

**furthermore**

**otherwise**

**therefore**

**however**

**consequently**

**nevertheless**

I seldom go

Because these special adverbs are useful in leading smoothly from one idea to the next, they are called **conjunctive adverbs**. They are, however, adverbs. Do adverbs have the power of conjunctions to form compound sentences? (*Yes, No*)

1435

1436

This movie  
shows how flour  
is manufactured.

1705

We often use the pronoun *you* to mean people in general.  
It is best to avoid this usage when it leads to absurdity.

**You should remove all lipstick for a photograph.**

This sentence becomes absurd when it is addressed to  
(*a girl, your father*).

1706

are

**Rex paid for the book** *which was damaged*.

If you changed the noun **book** to **books**, would you also need  
to change the verb that follows it? (*Yes, No*)

1974

1975

b

- a. **From that day on, I always feared the water.**
- b. **From that day on, I always have feared the water.**

Which sentence is correct because the fear continues to  
exist at the present time? \_\_\_\_\_

2243

2244

True

Many people who accept "It's *me*" and perhaps "It's *us*"  
draw the line at "It's *him*," "It's *her*," and "It's *them*."

You are less likely to be criticized for saying "It's *me*" than  
for saying "It's *them*." (*True, False*)

2512

2513

a

Use a comma before **for** whenever you can put **because** in  
its place.

- a. **They sold us two for the price of one.**
- b. **We didn't stop for the light had turned green.**

Which sentence requires a comma before *for*? \_\_\_\_\_

2781

2782

**Fred Sims misplaces and loses keys and other things and  
then blames his brothers.**

How many words in this sentence end with *s*? \_\_\_\_\_

3051

	a. <u>Our guest brought</u> b. <u>Our guest arrived</u>	
a	Does the action verb make a complete statement about its subject in <i>a</i> or <i>b</i> ? _____	
86		87

	It is not a good idea to begin a sentence with a conjunction. Let the conjunction stand between the two parts of the sentence where it can do its job of connecting.	
but	a. <b>It was a hot day. And all the windows were open.</b> b. <b>It was a hot day, and all the windows were open.</b>	
356	The conjunction <b>and</b> is properly used in ( <i>a</i> , <i>b</i> ).	357

whom	Underline the correct relative pronoun in this and the following frames. (Pay no attention to the added phrase <b>I believe</b> .)  <b>It is the parents (<i>who</i>, <i>whom</i>) I believe are responsible.</b>	
626		627

watching	<i>Dave watched the men work, and he learned about motors.</i> <b>By watching the men work, he learned about motors.</b>	
896	After changing the verb <i>watch</i> to the gerund <i>watching</i> , we put an appropriate preposition before it—in this case, the preposition _____.	897

the top  
of which

1166

## Lesson 31 Noun Clause Devices

[From 1168-1196]

No	Many run-on sentences result from mistaking conjunctive adverbs for conjunctions. It is easy to prove that these words are not conjunctions.  <b>The line broke, and the fish got away.</b>	
1436	Can the conjunction <i>and</i> be shifted to any other position in this sentence? ( <i>Yes</i> , <i>No</i> )	1437

your father

1706

You should remove all lipstick for a photograph.  
One should remove all lipstick for a photograph.  
Girls should remove all lipstick for a photograph.

Because **You** does not apply to the person spoken to, we can substitute the pronoun \_\_\_\_\_ or the noun \_\_\_\_\_.

1707

Yes

1975

- a. Banks will not hire people *who gamble*.  
b. Banks will not hire a person *who gambles*.

In which sentence would you consider *who* a plural pronoun?

\_\_\_\_\_

1976

b

2244

- a. Archie *has lost his voice*.  
b. Archie *lost his voice*.

Which sentence would you use to indicate that Archie's voice is still gone? \_\_\_\_\_

2245

True

2513

Is there general agreement about the informal usage of all pronouns after forms of the verb **be**? (*Yes, No*)

2514

b

2782

When an introductory adverb clause is short, you may omit the comma, as you do in short compound sentences.

- a. **When I saw the price, I changed my mind.**  
b. **When I saw that the price was unreasonably high, I changed my mind.**

From which sentence might the comma be omitted? \_\_\_\_\_

2783

eight

3051

Fred Sims misplaces and loses keys and other things and then blames his brothers.

Every word in this sentence is correctly spelled.

Is there an apostrophe before any one of the eight final s's? (*Yes, No*)

3052



The action verb that makes a complete statement about its subject gives us our first sentence pattern:

PATTERN 1: *Subject—Action Verb*

b

a. Our guest brought . . .

b. Our guest arrived.

87

Which word group represents **Pattern 1**? \_\_\_\_\_

88

b

a. I dropped the light bulb, but it didn't break.

b. I dropped the light bulb. But it didn't break.

The conjunction **but** is properly used in (a, b).

357

358

who

Most of the girls (*who, whom*) take our business course get excellent jobs.

627

628

By

*Dave watched the men work, and he learned about motors.*

**Dave**

**By** *watching the men work, he learned about motors.*

Since we lost the subject *Dave*, we put it back at the beginning of the main statement in place of the pronoun \_\_\_\_\_.

897

898

A noun clause is one that is used as a \_\_\_\_\_.

1168

No

WRONG: The line broke, *therefore* the fish got away.

WRONG: The line broke, the fish *therefore* got away.

Can the adverb *therefore* be shifted from its position between the two statements? (Yes, No)

1437

1438

(pronoun) One  
(noun) Girls

1707

Mother, you can't play football without getting a few scratches.

Substitute another word for **you**:

Mother, \_\_\_\_\_ can't play football without getting a few scratches.

1708

a

1976

Ordinarily we have no trouble in making the subject and verb of an adjective clause agree.

When the relative pronoun stands for a singular noun, we use a singular verb. When the relative pronoun stands for a plural noun, we use a \_\_\_\_\_ verb.

1977

a

2245

Underline the correct verb:

**When I was a small child, I (*disliked, have disliked*) spinach.**

2246

No

2514

What are we to do while we wait for time to settle this problem of pronoun usage? One solution might be to use whatever pronoun seems natural and comfortable to us in our everyday speech (as many people do).

If you adopted this policy, would you be entirely free from criticism? (*Yes, No*)

2515

a

2783

Use a comma wherever it is needed to prevent misreading—regardless of the length of the introductory phrase or clause.

Insert a comma to prevent misreading of this sentence. (Try pausing after each word until you find the point where the pause makes sense.)

**If you can get some information about campus life.**

2784

No

3052

Should you put an apostrophe before the final **s** in every word that ends in **s**? (*Yes, No*)

3053

	Any sentence is <b>Pattern I</b> if the action verb <i>by itself</i> makes a complete statement about its subject—no matter how many other words and phrases may be present.	
b	a. <u>Our guest</u> <u>arrived</u> . b. <u>Our guest from Ohio</u> <u>arrived</u> <u>by plane</u> <u>this morning</u> .	
88	Both <i>a</i> and <i>b</i> are <b>Pattern I</b> sentences. ( <i>True, False</i> )	89
	a. You must follow the recipe precisely. Or the fudge will be a failure. b. You must follow the recipe precisely, or the fudge will be a failure.	
a	The conjunction <b>or</b> is properly used in ( <i>a, b</i> ).	
358		359
who	<b>Most of the girls (<i>who, whom</i>) we train get excellent jobs.</b>	
628		629
	<b>He sent a check, and he didn't sign his name.</b> <b>He sent a check                      signing his name.</b>	
he	After you've changed the verb <i>sign</i> to the gerund <i>signing</i> , what preposition would make good sense in the blank space?	
898	_____	899
	Many noun clauses begin with the clause signal <b>that</b> . <i>That I had saved the receipt was fortunate.</i>	
noun	The noun clause is the _____ of the verb <b>was</b> .	
1168		1169
	<b>WRONG: The line broke, therefore the fish got away.</b> <b>WRONG: The line broke, the fish therefore got away.</b>	
Yes	If <i>therefore</i> had the power of the conjunction <i>and</i> to bind these two sentences together, could it be shifted from its position between the two statements? ( <i>Yes, No</i> )	
1438		1439

one, a boy, a  
player (or a  
similar word)

1708

In this and the following frames, if the italicized pronoun needs an antecedent, cross out the pronoun and write in the parentheses the word or words it is supposed to mean. Where the pronoun is correctly used, write *Correct*.

**I seldom cook because I don't enjoy it.** (\_\_\_\_\_)

1709

plural

1977

However, in sentences that contain expressions like "one of those fellows who . . .," people are sometimes confused as to which of two words the relative pronoun stands for.

**Roy was one of those fellows** *who . . . always in debt.*

If *who* stands for **one**, we would say *who is*; if *who* stands for **fellows**, we would say *who* \_\_\_\_\_.

1978

disliked

2246

Underline the correct verb:

**Ever since I was a small child, I** (*disliked, have disliked*) **spinach.**

2247

No

2515

Another solution might be to use the nominative case on "dress-up" occasions or when we are with people who observe the traditional rule.

a. **It must have been** *them*.    b. **It must have been** *they*.

Which sentence would be preferred by people who strictly follow the traditional rules of English? \_\_\_\_\_

2516

can, get

2784

Insert a comma to prevent misreading:

**To help the government started an extensive relief program.**

2785

No

3053

An apostrophe is not an ornament for decorating a final **s**. One of its main uses is to show ownership. To own something means to possess it. We say, therefore, that a word that shows ownership is in the **possessive case**.

Underline two nouns that are in the possessive case:

**Another boy's name was in Paul's book.**

3054

True	<p>Our guest from Ohio <u>arrived</u> by plane this morning.</p> <p>This is a <b>Pattern I</b> sentence because <b>Our guest arrived</b> is (<i>complete, incomplete</i>) in its meaning.</p>
89	90

b	<div> <div>Lesson</div> <div>10</div> <div>The Compound Predicate as a Word-saver</div> </div> <div>[Forms 361-393]</div>
359	

whom	<p>It was the principal (<i>who, whom</i>) issued the order.</p>
629	630

without	<p>Eliminate the <b>and</b> by changing each italicized statement to a gerund phrase used as the object of a preposition. (Prepositions: <i>by, for, of, on, in, before, after, without</i>)</p> <p><b>Jerry has an annoying habit, and it is slamming doors.</b></p> <hr/> <hr/>
899	900

subject	<p>Using a "that" noun clause at the beginning of a sentence sounds rather stiff and formal for ordinary conversation.</p> <p>a. <i>That I had saved the receipt</i> <b>was</b> fortunate.</p> <p>b. <b>It was fortunate</b> <i>that I had saved the receipt.</i></p> <p>Which sentence sounds more informal? _____</p>
1169	1170

No	<p><b>WRONG:</b> The line broke, <i>therefore</i> the fish got away.</p> <p>The above sentence is a run-on sentence because there is no (<i>adverb, conjunction</i>) to hold the two statements together.</p>
1439	1440



cooking

1709

Continue to follow the directions for the previous frame:

**Typing would make your paper look neater if you can borrow one. (\_\_\_\_\_)**

1710

are

1978

**Roy was one of those fellows who . . . always in debt.**

Does *who* stand for **one** or **fellows**? Let's reason it out: Roy is just one of many fellows. What kind of fellows? Fellows *who are* always in debt. Since *who* refers to the plural noun **fellows**, we use the plural verb (*is, are*) in our problem sentence.

1979

have disliked

2247

Underline the correct verb:

**We don't want to move because we (*lived, have lived*) in our present house for many years.**

2248

b

2516

Or you can play safe by putting your sentence in a way that avoids the problem altogether (and offends no one).

a. **It was *we* who made the suggestion.**

b. **We were the *ones* who made the suggestion.**

Which sentence sidesteps the problem of whether to use the nominative or the objective case after a form of **be**? \_\_\_\_\_

2517

help, the

2785

Insert a comma to prevent misreading:

**With Ernie Cook formed a business partnership.**

2786

boy's, Paul's

3054

To form the possessive case of a singular noun, add an apostrophe s ('s) without making any change in the spelling.

**a boy's haircut**

**the boss's desk**

**a lady's dress**

**Miss Jones's room**

Look at the word that precedes each apostrophe.

Each of these words is (*singular, plural*).

3055

complete    90	<p>a. The <u>coaches</u> <u>agreed</u> with each other.</p> <p>b. The <u>coaches</u> <u>compared</u> the two teams.</p> <p>Read just the <i>subject</i> and <i>verb</i> in each sentence, omitting the words that follow them.</p> <p>Which sentence is <b>Pattern I</b> because the verb by itself can make a statement about its subject that is <i>complete</i> in meaning? _____ 91</p>
	<p>In a compound sentence, the conjunction <b>and</b>, <b>but</b>, or <b>or</b> stands between two word groups, each with a subject and a predicate.</p> <p><u>Hank swung at the ball</u>, <u>but he missed it by a foot</u>.</p> <p>What is the subject of the part of the sentence that follows the conjunction <b>but</b>? _____ 361</p>
who   630	<p><b>The major under (<i>who, whom</i>) he served was a strict disciplinarian.</b></p> <p>631</p>
Jerry has an annoying habit of slamming doors.  900	<p>(Prepositions: <i>by, for, of, on, in, before, after, without</i>)</p> <p><i>We used the old lumber and saved a lot of money.</i></p> <p>_____</p> <p>_____ 901</p>
b  1170	<p><i>That I had saved the receipt</i> <b>was fortunate.</b></p> <p><b>... was fortunate</b> <i>that I had saved the receipt.</i></p> <p>Moving the noun clause to the end of the sentence leaves a gap that must be filled before the verb _____.</p> <p>1171</p>
conjunction   1440	<p>a. The line broke, <i>therefore</i> the fish got away.</p> <p>b. The line broke, <i>and</i> <i>therefore</i> the fish got away.</p> <p>Which sentence is correct because a conjunction connects the two statements? _____ 1441</p>

a typewriter  
(a machine)

1710

The straight and narrow path would not be so narrow if more people traveled *it*. (\_\_\_\_\_)

1711

are

1979

Underline the correct verb:

Roy was one of those fellows <sup>who</sup> (*is, are*) always in debt.

1980

have lived

2248

Underline the correct verb:

Before entering law school, my brother (*spent, has spent*) three years in the Navy.

2249

b

2517

- a. It was Irene who answered the phone.
- b. It was she who answered the phone.
- c. She was the one who answered the phone.

The two sentences that are so worded as to avoid the problem of case after the verb **be** are \_\_\_\_\_ and \_\_\_\_\_.

2518

Ernie, Cook

2786

This and the following frames review the main points of this lesson.

*In England* motor traffic keeps to the left-hand side of the road.

Would inserting a comma after the italicized phrase make this phrase more emphatic? (*Yes, No*)

2787

singular

3055

To form the possessive case of a plural noun that ends in **s** (as most plural nouns do), add only an apostrophe.

the boys' voices	the players' uniforms
the ladies' coats	the Joneses' cottage

Look at the word that precedes each apostrophe.

Each of these words is (*singular, plural*).

3056

- a. The coaches agreed  
b. The coaches compared

Which group of words requires the addition of other words to complete its meaning? \_\_\_\_\_

91

92

Hank swung at the ball, but (he) missed it by a foot.

he Would this sentence still make good sense if we omitted the subject **he** that follows the conjunction? (Yes, No)

361

362

whom All the young people (*who, whom*) the company hires must have high school diplomas.

631

632

(Prepositions: *by, for, of, on, in, before, after, without*)

The customer left the store, and he didn't wait for his change.

\_\_\_\_\_

\_\_\_\_\_

By using the old lumber, we saved a lot of money.

901

902

It was fortunate that I had saved the receipt.

was We fill the gap left as a result of moving the noun clause with the *introductory* word \_\_\_\_\_.

1171

1172

then besides furthermore otherwise  
therefore however consequently nevertheless

b If you mistake these conjunctive adverbs for conjunctions, you are likely to write many run-on sentences.

Al shut off the alarm, then he went back to sleep.

1441

This sentence is a (*run-on, correct*) sentence.

1442

Correct

If you park there, *they* ( \_\_\_\_\_ ) will tow away your car.

1711

1712

are

On the other hand, our meaning might be different so that the pronoun refers to the singular word **one**, and not to the plural noun that follows it.

**Fred was the only one of those fellows who was hired.**

Several fellows applied for the job, but only \_\_\_\_\_ was hired.

1980

1981

spent

Now we shall consider a problem that sometimes arises when we use infinitives. Infinitives, too, have a present perfect form in which they are combined with the verb **have**.

- a. to write      b. to have written

Which infinitive is in the present perfect tense? \_\_\_\_\_

2249

2250

a, c

In all formal speech or writing, remember to use a nominative pronoun after any form of the verb **be** (*is, am, are—was, were, been*).

- a. I      he      she      we      they  
b. me      him      her      us      them

The pronouns to be used after forms of **be** are in group (a, b).

2518

2519

Yes

**Recently complaints about rising taxes have been increasing.**

Inserting a comma after *Recently* would give this adverb (*more, less*) emphasis.

2787

2788

plural

- a. boy's      lady's      teacher's      player's  
b. boys'      ladies'      teachers'      players'

The plural possessive pronouns are those that end with an (*apostrophe, apostrophe s*).

3056

3057



### The coaches compared . . . (What?)

b	What did the coaches compare—the fans, the stadiums, or the teams? We don't know.	
92	Until we answer this question, the meaning of the sentence is ( <i>complete, incomplete</i> ).	93

### Hank swung at the ball but missed it by a foot.

Yes	This is no longer a compound sentence because, after the conjunction <b>but</b> , we now have only a ( <i>subject, predicate</i> ).	
362		363

whom	<b>This water color was painted by a girl (<i>who, whom</i>) I think has unusual talent.</b> (Pay no attention to the explanatory words I think.)	
632		633

(Prepositions: *by, for, of, on, in, before, after, without*)

*I consulted a number of people and decided to become a chemist.*

The customer left the store without waiting for his change.

902		903
-----	--	-----

*That anyone should believe this story seems absurd.*  
*It seems absurd that anyone should believe this story.*

It	After moving the noun clause to the end of the sentence, we put the <i>introductory</i> word <i>It</i> in the ( <i>subject, object</i> ) position, which has become vacant.	
1172		1173

run-on	A true conjunction would have to stand between the two word groups that it holds together.	
	WRONG: Al shut off the alarm, <i>then</i> he went back to sleep.	
	WRONG: Al shut off the alarm, he <i>then</i> went back to sleep.	
1442	We know that <i>then</i> is not a conjunction because it ( <i>can, cannot</i> ) be shifted to another position.	1443

the police (or  
whoever it  
might be)

1712

Although Mr. Neville was very wealthy, he made poor use  
of it. (\_\_\_\_\_)

1713

one

1981

**Fred was the only one of those fellows who was hired.**

If we said "... **fellows who were hired**," we should be stating something that isn't true.

Because only *one* of the fellows was hired, the pronoun *who* stands for the noun (*one, fellows*).

1982

b

2250

Verbs such as **hope, plan, expect**, and **intend** all look ahead to some future action or event.

Can you hope, plan, expect, or intend to do something in time that is already past? (*Yes, No*)

2251

a

2519

In this and the following frames, underline the *two* pronouns—nominative or objective—that would be correct in each sentence. Where pronouns follow any form of the verb **be**, select only nominative pronouns, according to the standard of formal usage.

**If I were** (*he, her, them, she, him*), **I should accept the offer.**

2520

more

2788

**Plants grew on our earth** *long before man appeared on the scene.*

If you shifted the italicized clause to the beginning of the sentence, would you insert a comma after the word *scene*? (*Yes, No*)

2789

apostrophe

3057

- a. the boy's room
- b. the boys' room

Which means the room of *one* boy because the word that precedes the apostrophe is the singular noun **boy**? \_\_\_\_\_

3058

<p>incomplete</p> <p>93</p>	<p><b>The coaches compared the two teams.</b></p> <p>Now we know what the coaches compared, and the meaning of our sentence is complete.</p> <p>Which word follows the verb <b>compared</b> to complete the meaning of the sentence? _____</p> <p>94</p>
<p>predicate</p> <p>363</p>	<p><b><u>Hank swung at the ball</u> but <u>missed it by a foot</u>.</b></p> <p>This sentence has two predicates.</p> <p>Each predicate makes a statement about the same subject, _____</p> <p>364</p>
<p>who</p> <p>633</p>	<p><b>The magician called up a boy (<i>who, whom</i>) I suppose he had planted in the audience.</b></p> <p>634</p>
<p>After consulting a number of people, I decided to become a chemist.</p> <p>903</p>	<p>Continue to follow the directions for the previous frames:</p> <p><b>Mother has a handy gadget, and <i>it slices vegetables</i>.</b></p> <p>_____</p> <p>_____</p> <p>904</p>
<p>subject</p> <p>1173</p>	<p><b><i>That the weather affects people's moods</i> has been proved.</b></p> <p>Supply the missing words, using the introductory word <i>It</i>:</p> <p>_____ <i>that the weather affects people's moods.</i></p> <p>1174</p>
<p>can</p> <p>1443</p>	<p>a. Al shut off the alarm. Then he went back to sleep.</p> <p>b. Al shut off the alarm; then he went back to sleep.</p> <p>c. Al shut off the alarm, then he went back to sleep.</p> <p>Which is a run-on sentence? _____</p> <p>1444</p>

his wealth  
(his money)

1713

Here is a remark about the weather:

*It ( ) is always cool in the evening.*

1714

one

1982

Underline the correct verb:

**Fred was the *only one* of those fellows *who* (*was, were*) hired.**

1983

No

2251

After verbs that point to the future, such as **hope**, **plan**, **expect**, and **intend**, use a present infinitive (*to go, to see*), not a present perfect infinitive (*to have gone, to have seen*).

Underline the correct infinitive:

**I intended (*to write, to have written*) you about my operation.**

2252

he, she

2520

**Howard drove Phil and (*I, us, she, they, her*) to the game.**

(*Note:* When a pronoun is coupled with a noun—or another pronoun—remember the device of using each pronoun singly:

**Howard drove Phil to the game.**

**Howard drove   ?   to the game.)**

2521

Yes

2789

***On Tuesday* the new semester begins.**

***In Europe* gasoline is more expensive.**

Is a comma necessary after a short introductory phrase that states *time* or *place*? (*Yes, No*)

2790

a

3058

a. the boy's room

b. the boys' room

Which means the room of *more than one* boy because the word that precedes the apostrophe is the plural noun **boys**?

3059

teams	<p>A word that follows a verb and completes the meaning of a sentence is known as a <b>complement</b>, which is the grammar name for a <i>completer</i>.</p> <p>A complement, or completer, is sometimes needed after a verb to _____ the meaning of a sentence.</p>	94	95
Hank	<p>a. <u>Hank swung at the ball, but he missed it by a foot.</u></p> <p>b. <u>Hank swung at the ball but missed it by a foot.</u></p> <p>Sentence <i>a</i> is a compound sentence because the conjunction <b>but</b> connects two sentences.</p> <p>Sentence <i>b</i> is a simple sentence with a compound predicate because the conjunction <b>but</b> connects two _____</p>	364	365
whom	<p>In free-and-easy conversation, <b>who</b> has largely driven out <b>whom</b>. In formal speech and writing, however, <b>whom</b> should be used for all objects.</p> <p>a. INFORMAL: I just met a fellow . . . you know.</p> <p>b. FORMAL: Our director is a man . . . citizens respect.</p> <p>The pronoun <b>who</b> would be considered an error in (<i>a, b</i>).</p>	634	635
Mother has a handy gadget for slicing vegetables.	<p><i>Sue got out of the car and turned her ankle.</i> (It happened as Sue was getting out.)</p> <p>_____</p> <p>_____</p>	904	905
It has been proved	<p>Make the following sentence more informal by moving the noun clause to the end:</p> <p><i>That Norma won both prizes seems unfair.</i></p> <p>_____</p> <p>_____</p>	1174	1175
c	<p><b>His parents needed his help, or otherwise</b> Ken would have gone to college.</p> <p>If you omitted the conjunction <b>or</b>, the above sentence would then be a (<i>compound, run-on</i>) sentence.</p>	1444	1445



Correct	We found a delightful souvenir shop where <i>they</i> (_____ ) spoke English.	
1714		1715
was	To make a statement about the <i>only one</i> among a larger number, always use a singular verb in the adjective clause. Otherwise, your clause will apply to the entire group. <b>We bought the <i>only one</i> of the TV sets that was on sale.</b> How many TV sets were on sale? ( <i>Only one, More than one</i> )	
1983		1984
to write	Underline the correct infinitive: <b>Mother had hoped (<i>to have baked, to bake</i>) a cake for your birthday.</b>	
2252		2253
us, her	<b>Bob and (<i>me, him, her, I, he</i>) secured most of the advertisements.</b>	
2521		2522
No	<b><i>Whenever you are in doubt about manners, do what seems reasonable to you.</i></b> If you shifted the italicized clause to the end of the sentence, would this sentence still require a comma? ( <i>Yes, No</i> )	
2790		2791
b	There are a small number of plural nouns that do not end in <i>s</i> , as nearly all plural nouns do. a. boy doctor student engineer b. men women children people In neither group do the nouns end in <i>s</i> . Which group consists of plural nouns? _____	
3059		3060

<p>complete</p> <p>95</p>	<p><b>The police <u>blocked</u> the road.</b></p> <p>Because the noun <b>road</b> is needed to complete the meaning of this sentence, it is a _____.</p> <p>96</p>
<p>predicates (or verbs)</p> <p>365</p>	<p>A careful writer streamlines his writing by eliminating all useless words. Words that add nothing to the meaning, clearness, or interest of a sentence should be dropped.</p> <p>a. Hank swung at the ball, but he missed it by a foot. b. Hank swung at the ball but missed it by a foot.</p> <p>Which sentence says the same thing in fewer words? _____</p> <p>366</p>
<p>b</p> <p>635</p>	<p>a. It is the original thinker . . . the world needs today. b. Is Dick the boy . . . you invited?</p> <p>In which sentence would <i>who</i> be acceptable as informal usage? _____</p> <p>636</p>
<p>In (on, etc.) getting out of the car, Sue turned her ankle.</p> <p>905</p>	<p><b>Paul parked the car on a hill, and <i>he didn't pull the brake.</i></b></p> <p>_____</p> <p>_____</p> <p>906</p>
<p>It seems unfair that Norma won both prizes.</p> <p>1175</p>	<p>Make the following sentence more informal by moving the noun clause to the end:</p> <p><i>That snakes have the power to hypnotize is a false idea.</i></p> <p>_____</p> <p>_____</p> <p>1176</p>
<p>run-on</p> <p>1445</p>	<p><b>WRONG: His parents needed his help, <i>otherwise</i> Ken would have gone to college.</b></p> <p>You can repair this run-on sentence either by inserting a period after the word <i>help</i> and then using a capital letter or by inserting a _____. (What punctuation mark?)</p> <p>1446</p>

the clerks, the  
owners (or  
whoever it  
might have  
been)  
1715

Our friends fished all morning but didn't catch a single  
one. (\_\_\_\_\_)

1716

Only one

Now we shall change the meaning by making the verb in the  
adjective clause plural:

**We bought one of the TV sets that were on sale.**

How many TV sets were on sale? (*One, More than one*)

1984

1985

to bake

Underline the correct infinitive:

**I meant (*to pay, to have paid*) this bill on time.**

2253

2254

I, he

Be on the alert for pronouns that follow forms of the verb **be**  
(*is, am, was—are, were, been*).

**How can you be sure that it was (*we, us, me, they, her*)?**

2522

2523

No

**We had to cut our speed because the road suddenly became  
very rough.**

If you changed *because* to *for*, would you insert a comma  
after the word **speed**? (*Yes, No*)

2791

2792

b

Of the nouns having irregular plurals that do not end in **s**,  
the most frequently used are—

**men      women      children      people**

These plural nouns look like singular nouns. We make them  
possessive in the same way that we make singular nouns  
possessive: by adding an (*apostrophe, apostrophe s*).

3060

3061

complement  
or  
completer

96

The kind of complement that *receives the action* of the verb or *shows the result* of this action is called a **direct object**.

**The teacher will correct the tests.**

Which word is a direct object because it *receives the action* of the verb **will correct**? \_\_\_\_\_

97

b

366

**Bobby frightened the bird, and it flew up into a tree.**

What is the subject of the part of the sentence which follows the conjunction **and**? \_\_\_\_\_

367

b

636

## Lesson 17 Subordination by Adjective Clauses

[Frames 638-676]

Paul parked the car on a hill without pulling the brake.

906

*Beth had not yet completed her commercial course, and she was offered a good job. (Try before.)*

907

Combine each pair of sentences into a single sentence by changing the italicized sentence to a noun clause. Begin your sentence with *It* and put the noun clause at the end.

*I took along a flashlight. This was very lucky.*

1177

It is a false idea that snakes have the power to hypnotize.

1176

semicolon

1446

**It was his own fault. Nevertheless, I felt sorry for him.**

**It was his own fault; nevertheless, I felt sorry for him.**

Are both arrangements correct? (Yes, No)

1447

fish	It (_____) is very strange that Briggs refused the promotion.	
1716		1717
More than one	When you use the words <i>the only one</i> , always use a singular verb in the adjective clause. Otherwise the clause will apply to the entire group, which you don't want it to do.  Underline the correct word:  <b>This is <i>the only one</i> of our clocks which (<i>keeps, keep</i>) accurate time.</b>	
1985		1986
to pay	On the other hand, you can be happy or unhappy about an action that has already been completed.  a. I intended to have seen this game. b. I am happy to have seen this game.  In which sentence does the present perfect infinitive make good sense because it refers to a completed action? ____	
2254		2255
we, they	<b>My brother divided his stamp collection between Cliff and (<i>she, me, him, he, I</i>).</b>	
2523		2524
Yes	<b>When I read <i>long and tiresome descriptions of nature</i>, I get drowsy.</b>  If you omitted the italicized words, would it be all right to omit the comma? ( <i>Yes, No</i> )	
2792		2793
apostrophe s	To form the possessive of the few plural nouns that do not end in <i>s</i> , add ' <i>s</i> —just as you do with any singular noun.  the men's lounge      the children's program women's fashions      the people's choice  We know that each of these possessive nouns is plural because the word that precedes each apostrophe is ( <i>singular, plural</i> ).	
3061		3062



The cashier made a slight mistake.

tests

Which word is a direct object because it *shows the result of* the action of the verb **made**? \_\_\_\_\_

97

98

**Bobby frightened the bird, and (it) flew up into a tree.**

it

Would this sentence still make good sense if we omitted the subject **it**, which follows the conjunction? (*Yes, No*)

367

368

The adjective clause is useful in combining sentences when one sentence states an explanatory fact about a noun or pronoun in the previous sentence.

**Our yearbook comes out in June.** *It sells for one dollar.*

The italicized sentence states an explanatory fact about the noun \_\_\_\_\_ in the first sentence.

638

Before completing her commercial course, Beth was offered a good job.  
907

## Lesson 24 Making Use of Infinitives

[Frames 909-943]

Continue to follow the directions for the previous frame:

*Mrs. Hicks never left her house. This seemed strange to the neighbors.*

It was very lucky that I took along a flashlight.

1177

1178

- a. If you don't care about your appearance, *then* nobody else will.
- b. The salesman neglected his appearance, *then* he began to lose business.

Yes

Which sentence is a run-on sentence? \_\_\_\_\_

1447

1448

Correct

In British traffic *they* ( \_\_\_\_\_ ) keep to the left.

1717

1718

keeps

Suppose that you have *several* library books that *are* overdue. *The Yearling* is just one of them.

Underline the verb which shows that *The Yearling* is among these overdue books.

*The Yearling* is one of my library books that (*is, are*) overdue.

1986

1987

b

a. Roberta was disappointed *to have sold* so few tickets.

b. Roberta hoped *to have sold* many more tickets than she did.

In which sentence is the perfect infinitive correctly used because it refers to a completed action? \_\_\_\_\_

2255

2256

me, him

Marge and (*me, I, her, him, we*) were in charge of the decorations.

2524

2525

Yes

While we tour we eat lightly.

Is a comma necessary after the word **tour**? (Yes, No)

2793

2794

plural

a. all singular nouns

b. the few plural nouns not ending in s

c. plural nouns ending in s

To form the possessive case, add an 's to all nouns except those in group \_\_\_\_\_.

3062

3063

	<p>a. The company manufactures trucks. b. The company repairs trucks.</p> <p>In one sentence, the <b>trucks</b> already exist and receive the action of the verb; in the other, the <b>trucks</b> are the result of the action.</p> <p>The direct object <i>receives the action</i> in sentence (a, b). _____</p>	99
mistake		
98		
	<p><b><u>Bobby frightened the bird, and (it) flew up into a tree.</u></b></p> <p>Our word-saving device does not work here because each predicate makes a statement about (<i>a different, the same</i>) subject.</p>	
No		
368		369
	<p><b>Our yearbook comes out in June. <i>It sells for one dollar.</i></b></p> <p>Which word in the italicized sentence means the same thing as the noun <b>yearbook</b> in the first sentence? _____</p>	
yearbook		
638		639
	<p>Infinitives are the forms of verbs most commonly listed in the dictionary. If you should look up the words <i>grew</i> and <i>broken</i>, the dictionary would refer you to the words <i>grow</i> and _____.</p>	
		909
It seemed strange to the neighbors that Mrs. Hicks never left her house.	<p><b><i>Children pick up a foreign language very fast. This is a well-known fact.</i></b></p> <p>_____</p> <p>_____</p>	
1178		1179
	<p>a. All our bills were paid, <i>consequently</i> we had little to worry about.</p> <p>b. Because all our bills were paid, we <i>consequently</i> had little to worry about.</p> <p>Which sentence is a run-on sentence? _____</p>	
b		
1448		1449
page 197		

cars,  
automobiles,  
drivers, people  
(or similar  
words)

1718

**Mr. Krause is bald, but his partner is well-supplied with it.**

(\_\_\_\_\_)

1719

Now, on the other hand, suppose that you have several library books but that *only one* of them *is* overdue.

are

Underline the correct verb:

***The Yearling* is the *only one* of my library books that (*is, are*) overdue.**

1987

1988

Underline the correct infinitive:

a

**We are happy (*to be, to have been*) of service to you in the recent sale of your home.**

2256

2257

I, we

**The evidence indicates that it was (*he, them, her, they, me*) who divulged this secret information.**

2525

2526

No

**If Jim doesn't tell the truth will never be known.**

Is a comma necessary in this sentence? (*Yes, No*)

2794

2795

c

A simple way to apply these rules is to look at the word you have written and ask yourself, "Who is the owner?" Then put the apostrophe right after the word that answers this question.

**this boys jacket** (Who is the owner? **boy**)

Now go back and put the apostrophe after **boy**.

3063

3064

	The sentence that contains a direct object gives us our second sentence pattern.	
	PATTERN II: <i>Subject—Action Verb → Direct Object</i>	
b	A sentence in Pattern II has three basic parts.	
99	The third basic part is the _____ <i>object</i> .	100
	<b><u>Hank swung at the ball, but (he) missed it by a foot.</u></b>	
a different	We can change this compound sentence to a sentence with a <i>compound predicate</i> because both predicates make statements about the same person, _____.	
369		370
	<i>which</i>	
	<b><u>Our yearbook comes out in June. It sells for one dollar.</u></b>	
It	To change the italicized sentence to an adjective clause, we put the relative pronoun _____ in place of <i>It</i> .	
639		640
	An <b>infinitive</b> is the basic form of a verb from which all other forms are derived. The infinitive is usually combined with the preposition <i>to</i> ; for example, <i>to walk</i> , <i>to drive</i> , <i>to sleep</i> . The infinitive from which the verbs <i>flew</i> , <i>flying</i> , and <i>flown</i> are derived is _____.	
break		
909		910
	A noun clause is often used as an appositive after the words <b>the fact</b> .	
	<b>The fact <i>that the door was open</i> made me suspicious.</b>	
It is a well-known fact that children pick up a foreign language very fast.	The clause <i>that the door was open</i> is an appositive because it explains the noun _____.	
1179		1180
	a. We printed our own programs, <i>thus</i> saving considerable expense.	
a	b. We printed our own programs, <i>thus</i> we saved considerable expense.	
1449	Which sentence is a run-on sentence? _____	1450



hair

Lesson

48

# Making Pronoun Reference Clear

[Frames 1721-1757]

1719

There are many factors that cause war. Greed is one of them.

is

Underline the correct verb:

**Greed is one of the many factors that (*cause, causes*) war.**

1988

1989

to have been

Underline the correct infinitive:

**Jim had hoped (*to receive, to have received*) a college recommendation.**

2257

2258

he, they

**The car missed Donna and (*him, we, he, me, she*) by only a hair's breadth.**

2526

2527

Yes

In this and the following frames, insert any necessary commas. If no comma is required, write *None*.

**In the theater of Shakespeare's day the farthest spectator was only fifty-five feet from the stage.**

2795

2796

this boy's  
jacket

**these boys grades** (Who is the owner? **boys**)

Now go back and put the apostrophe after **boys**.

3064

3065

direct

100

PATTERN II: The speaker showed a movie of his travels.

Notice that the action begins with the subject and ends with the direct object. The direct object of an action verb is the goal of its action.

Which word is the *direct object* in the example above?

101

Hank

370

**Bobby frightened the bird, and (it) flew up into a tree.**

We *cannot* change this compound sentence to a sentence with a *compound predicate* because the first predicate makes a statement about **Bobby**, and the second predicate makes a statement about \_\_\_\_\_.

371

which

640

*which*

**Our yearbook comes out in June. ~~It~~ sells for one dollar.**

The clause *which sells for one dollar* should be inserted in the sentence right after the noun (*yearbook, June*), which it modifies.

641

to fly

910

An infinitive—like a gerund—is often used to name an action. It is often interchangeable with a gerund.

GERUND: *Walking is good exercise.*

INFINITIVE: *To walk is good exercise.*

Both the gerund and the infinitive are used as nouns. Each is the \_\_\_\_\_ of the verb *is*.

911

fact

1180

The "the fact that . . ." construction sometimes proves useful in tightening up a loose compound sentence.

*I ate the stew, but that doesn't mean that I liked it.*

Supply the "the fact that" construction:

\_\_\_\_\_ *I ate the stew doesn't mean that I liked it.*

1181

b

1450

If the second word group begins with a conjunctive adverb, supply a period and a capital. If it begins with a conjunction, merely add a comma. Write only the word before and after your punctuation mark.

**The play was dull    besides, the acting was mediocre.**

1451

The meaning of a pronoun usually depends upon its antecedent, the word to which it refers. This referring to another word is known as the **reference** of a pronoun.

When a pronoun has no antecedent to give it meaning, we say the pronoun lacks \_\_\_\_\_.

1721

cause

Your friend has had many pictures taken, but you think that only one of them looks at all like him.

Underline the correct verb:

**This is the only one of the pictures that (*look, looks*) at all like you.**

1989

1990

to receive

Underline the correct infinitive:

**Alison intended (*to apply, to have applied*) for this job.**

2258

2259

him, me

**It was (*us, they, him, me, she*) who objected to the new policy.**

2527

2528

day, the

**If dogs and cats have such a remarkable sense of direction why do so many get lost only a block or two away from their homes?**

2796

2797

these boys'  
grades

man's   children's   women's   child's   woman's   men's  
1                      2                      3                      4                      5                      6

These mixed-up singular and plural possessive nouns all end in 's. However, we can tell which are which by looking at the word that precedes the apostrophe and names the owner(s).

The numbers of the plural possessive nouns are \_\_\_\_\_  
\_\_\_\_\_

3065

3066

movie	Don't mistake another word that may follow an action verb for a direct object.	
101	To be a <b>direct object</b> , a word must either receive the action of the verb or show the result of this _____.	102
it or bird	We can change a compound sentence to a sentence with a compound predicate only when both predicates make statements about the _____ subject.	
371		372
yearbook	a. <b>Our yearbook</b> , which sells for one dollar, comes out in June. b. <b>Our yearbook</b> comes out in June, which sells for one dollar.	
641	In which sentence is the adjective clause properly placed? _____	642
subject	Fill the blank with the infinitive form of <i>traveling</i> : GERUND: <i>Traveling</i> broadens the mind. INFINITIVE: _____ broadens the mind.	
911		912
The fact that	In this and the following frames, improve each compound sentence by changing the italicized statement to the "the fact that" construction: <i>Fred's dad is a dentist</i> , and that influenced him to study dentistry. _____	
1181		1182
dull. Besides,	Continue to follow the directions for the previous frame: <b>We play one game for several weeks</b> then we tire of it and take up another. _____	
1451		1452

reference

When we say that a pronoun lacks reference, we mean that there is no word that serves as its \_\_\_\_\_.

1721

1722

looks

Another situation that invites trouble is the sentence in which we use an expression like "one of the best games that . . ." or "one of the worst floods that. . ."

We solve this problem in the same way: If the relative pronoun refers to **one**, we choose a singular verb; if it refers to a plural noun, we choose a \_\_\_\_\_ verb.

1990

1991

to apply

Underline the correct infinitive:

**Our town seems** (*to change, to have changed*) **a lot during the past five years.**

2259

2260

they, she

**The entire incident was no surprise to the Sampsons or** (*us, we, them, I, they*).

2528

2529

direction, why

**When he tries he succeeds.**

2797

2798

2, 3, 6

In this and the following frames, ask yourself, "Who is the owner?" or "Who are the owners?" Underline the part of the possessive noun that answers this question and insert an apostrophe at this point; for example, **one** man's car, **both** men's cars.

3066

**these girls voices**

3067



<p>action</p> <p>102</p>	<p>a. Mr. Price returned <i>recently</i>. b. Mr. Price returned the <i>money</i>.</p> <p>Does the word <i>recently</i> or <i>money</i> receive the action of the verb <b>returned</b>? _____</p> <p>103</p>
<p>same</p> <p>372</p>	<p>The students went to England by boat. They returned by plane.</p> <p>In combining these two sentences, which word would you omit? _____</p> <p>373</p>
<p>a</p> <p>642</p>	<p>a. Our yearbook comes out in June, and it sells for one dollar. b. Our yearbook, which comes out in June, sells for one dollar.</p> <p>One sentence is <i>compound</i>; the other is <i>complex</i>. The sentence that is complex because it contains a subordinate clause is (<i>a</i>, <i>b</i>).</p> <p>643</p>
<p>To travel</p> <p>912</p>	<p>Fill the blank with the infinitive form of <i>hunting</i>:</p> <p>GERUND: His favorite sport is <i>hunting</i>. INFINITIVE: His favorite sport is _____</p> <p>913</p>
<p>The fact that Fred's dad is a dentist influenced him to study dentistry.</p> <p>1182</p>	<p><i>Smith knew Madden. That doesn't make him a party to the crime.</i></p> <p>_____</p> <p>_____</p> <p>1183</p>
<p>weeks. Then</p> <p>1452</p>	<p>It had rained all night and consequently the field was muddy.</p> <p>_____</p> <p>1453</p>

antecedent

In the previous lesson we repaired sentences in which the pronouns had no antecedents to make their meaning clear.

- a. Terry sang and everyone enjoyed *it*.  
b. Terry sang a song, and everyone enjoyed *it*.

Which sentence is faulty because the pronoun *it* lacks reference? \_\_\_\_\_

1722

1723

plural

The wheel was one of the greatest inventions *that . . . ever made*.

The antecedent of *that* is **inventions**, not **one**, for we surely do not mean to say that only *one* great invention was ever made. Since the relative pronoun *that* stands for **inventions**, it requires a (*singular, plural*) verb.

1991

1992

to have changed

Underline the correct infinitive:

**I meant (*to mail, to have mailed*) this card on my way home from school.**

2260

2261

us, them

**It could not have been (*us, them, we, I, him*) who broke the window.**

2529

2530

None

**To unite the Colonies needed to forget their local interests and rivalries.**

2798

2799

girls'

Be sure to underline the part of the possessive noun that identifies the owner or owners before inserting the apostrophe at this point:

**my doctors opinion**

3067

3068

money

- a. Mr. Price returned *recently*.  
b. Mr. Price returned the *money*.

Which sentence contains a direct object? \_\_\_\_\_

103

104

They

- a. The coach went to the blackboard, and he drew a diagram of the play.  
b. The curtain went up, and the show began.

Which compound sentence can be changed to a sentence with a compound predicate because both predicates make statements about the same subject? \_\_\_\_\_

373

374

b

- a. Our yearbook comes out in June, and it sells for one dollar.  
b. Our yearbook, which comes out in June, sells for one dollar.

The two facts are brought into closer relationship by the (*compound, complex*) sentence.

643

644

to hunt

Like participles and gerunds, infinitives can take direct objects and subject complements, as no ordinary noun can do.

*To waste food is sinful.*

Because the noun *food* receives the action of the infinitive *To waste*, it is its (*direct object, subject complement*).

913

914

The fact that  
Smith knew  
Madden doesn't  
make him a  
party to the  
crime.

1183

*The lights were on, and that made me think that the Orrs were at home.*

1184

night, and

People once considered the night air poisonous therefore they kept their windows tightly closed.

1453

1454

Sentences are even more confusing when it is not clear to which of two words a pronoun refers. Suppose that while staying at a summer cottage, you received the following message.

a

**Take the motor off the boat and sell *it*.**

Could *it* refer to either the **motor** or the **boat**? (*Yes, No*)

1723

1724

Underline the correct verb:

plural

**The wheel was one of the greatest inventions that (*was, were*) ever made.**

1992

1993

to mail

## Lesson **63** Using the Past Perfect and the Future Perfect Tenses

[Frames 2263-2298]

2261

In this and the following frames, the italicized pronouns are correct. If a person should find them awkward to say, how could he change the wording to eliminate the pronoun after the form of the verb **be**?

we, I

"May I speak to Paul?" "This is *he* speaking."

"May I speak to Paul?" "This is \_\_\_\_\_ speaking."

2530

2531

unite, the

**The messenger kept feeling his pocket for the papers were very valuable.**

2799

2800

doctor's

the childrens department

3068

3069

<p>b</p> <p>104</p>	<p>a. The rain stopped the game. b. The rain stopped suddenly.</p> <p>Which sentence contains a direct object? _____</p> <p>105</p>
<p>a</p> <p>374</p>	<p>The coach went to the blackboard, and he drew a diagram of the play.</p> <p>The coach went to the blackboard and drew a diagram of the play.</p> <p>When we change a compound sentence to a sentence with a compound predicate, we (<i>keep, drop</i>) the comma.</p> <p>375</p>
<p>complex</p> <p>644</p>	<p>Our yearbook comes out in June, and it sells for one dollar.</p> <p>By using a compound sentence we give (<i>equal, unequal</i>) emphasis to the two facts that the conjunction <b>and</b> connects.</p> <p>645</p>
<p>direct object</p> <p>914</p>	<p><i>To be healthy is a great advantage.</i></p> <p>The adjective <i>healthy</i> completes the meaning of the infinitive <i>To be</i>.</p> <p>The adjective <i>healthy</i>, therefore, is the (<i>direct object, subject complement</i>) of the infinitive.</p> <p>915</p>
<p>The fact that the lights were on made me think that the Orrs were at home.</p> <p>1184</p>	<p>We shall now learn to avoid a common error that is sometimes made when using noun clauses.</p> <p><b>I knew that the cement would harden.</b></p> <p>This sentence contains a _____ clause.</p> <p>1185</p>
<p>poisonous. Therefore</p> <p>1454</p>	<p>The plane took off an hour late or otherwise we should have missed it.</p> <p>_____</p> <p>1455</p>



	<p>Take the motor off the boat and sell <i>it</i>.</p> <p>Because this sentence has two possible meanings, we say that it is <b>ambiguous</b>, which means "having more than one possible meaning."</p> <p>The word that makes this sentence ambiguous is the pronoun _____.</p>		
Yes			
1724			1725
	<p>Suppose that someone made a list of the most unusual stories that <i>were</i> ever written. It is likely that Stevenson's "The Bottle Imp" would be one of these.</p> <p>Underline the correct word:</p> <p>Stevenson's "The Bottle Imp" is one of the most unusual stories that (<i>was, were</i>) ever written.</p>		
were			
1993			1994
	<p>The past perfect tense is formed by combining <b>had</b> (the past tense of <b>have</b>) with the past participle of a verb (<i>seen, walked, taken</i>).</p> <p>a. <b>had decided</b>      b. <b>has decided</b></p> <p>Which verb is in the past perfect tense? _____</p>		
			2263
	<p>It might have been <i>we</i> who were hurt.</p> <p>We might have been the _____.</p>		
Paul			
2531			2532
	<p>I know that Jack can keep a secret because he has never told me anything confidential about anyone else.</p>		
pocket, for			
2800			2801
	<p>_____</p> <p>both parents consent</p>		
children's			
3069			3070

<p>a</p> <p>105</p>	<p><i>Pattern I</i> is built around a two-part framework: a <i>subject</i> and an <i>action verb</i>.</p> <p><i>Pattern II</i> is built around a three-part framework: a <i>subject</i>, an <i>action verb</i>, and a _____</p> <p>106</p>
<p>drop</p> <p>375</p>	<p>a. We won our first game, but we lost the second. b. We won our first game but lost the second.</p> <p>No comma is used before a conjunction that connects the two parts of a compound (<i>sentence, predicate</i>).</p> <p>376</p>
<p>equal</p> <p>645</p>	<p>You have learned that to <i>subordinate</i> a fact or an idea means to put it into a word group that is (<i>more, less</i>) than a sentence.</p> <p>646</p>
<p>subject complement</p> <p>915</p>	<p>Since an infinitive is a mixture of both a verb and a noun, it may be modified by an adverb.</p> <p><b>Test pilots like to live dangerously.</b></p> <p>The adverb <i>dangerously</i> modifies the infinitive _____</p> <p>916</p>
<p>noun</p> <p>1185</p>	<p><b>I knew that the cement would harden if I didn't hurry.</b></p> <p>Besides a noun clause, this sentence now has a second clause, which is an (<i>adverb, adjective</i>) clause.</p> <p>1186</p>
<p>late, or</p> <p>1455</p>	<p>Continue to follow the directions for the previous frame, with only one change: Use a semicolon where you have previously been using a period and a capital. Both are equally correct.</p> <p><b>I had paid my bill    however, I could not find my receipt.</b></p> <p>_____</p> <p>1456</p>

Take the motor off the boat and sell *it*.

it

This sentence is ambiguous because there are *two* nouns before the pronoun *it* that could serve as its antecedent.

These nouns are \_\_\_\_\_ and \_\_\_\_\_.

1725

1726

Many large catfish were caught in Mud Lake. Dad caught one of these many large fish.

were

Underline the correct verb:

**Dad caught one of the largest catfish that (*was, were*) ever caught in Mud Lake.**

1994

1995

**Ellen *bought* a dress but later *returned* it.**

a

There are two verbs in this sentence.

Does the order of the verbs represent the order in which the actions occurred? (*Yes, No*)

2263

2264

ones who were hurt.

I'm sure that it was *she* in the front seat.

I'm sure that \_\_\_\_\_.

2532

2533

None

## Lesson 78 Commas to Separate Items in a Series

[Frames 2803-2839]

2801

parents'

Be careful with this one! Who are the owners of the property?  
**some peoples property**

3070

3071

direct object	<p>a. All good citizens vote on Election Day. b. All good citizens cast their vote on Election Day.</p> <p>Which sentence is <b>Pattern II</b> because the verb is followed by a direct object? _____</p>
106	107
predicate	<p>a. We heard a voice, but we couldn't recognize it. b. We heard a voice, but couldn't recognize it.</p> <p>In which sentence should the comma before the conjunction be dropped because it is not a compound sentence? _____</p>
376	377
less	<p>a. It sells for one dollar. b. which sells for one dollar</p> <p>Both word groups state a fact about <i>price</i>. The word group that <i>subordinates</i> the fact about <i>price</i> is the (<i>clause, sentence</i>). _____</p>
646	647
to live	<p>The phrases formed by infinitives with their related words are called <b>infinitive phrases</b>. These phrases can be used in most of the ways that nouns are used.</p> <p><i>To teach a dog tricks</i> <b>requires</b> endless patience.</p> <p>The infinitive phrase is used as the _____ of the verb <b>requires</b>. _____</p>
916	917
adverb	<p>a. I <b>knew</b> that the cement would harden if I didn't hurry. b. I <b>knew</b> that if I didn't hurry the cement would harden.</p> <p>In which sentence is the adverb clause inserted between parts of the noun clause? _____</p>
1186	1187
bill; however,	<p>I wrote down my answer and then I changed my mind. _____</p>
1456	1457

<p>motor, boat</p> <p>1726</p>	<p>a. Take the <i>motor</i> off the <i>boat</i> and sell <i>it</i>. b. Sell the <i>motor</i> after you take <i>it</i> off the <i>boat</i>.</p> <p>Which sentence is clear because there is only <i>one</i> noun before the pronoun <i>it</i> that could serve as its antecedent?</p> <p>_____</p> <p>1727</p>
<p>were</p> <p>1995</p>	<p>In this and the following frames, think over each sentence to decide whether the adjective clause applies to <b>only one</b> or to the plural noun that follows it. Then underline the verb that expresses the intended meaning.</p> <p><b>Mr. Slocum is one of those speakers who never</b> (<i>seem, seems</i>) <b>to come to the point.</b></p> <p>1996</p>
<p>Yes</p> <p>2264</p>	<p>a. Ellen <i>bought</i> a dress but later <i>returned</i> it. b. Ellen <i>returned</i> the dress that she <i>had bought</i>.</p> <p>In which sentence is the last action mentioned first and the first action mentioned last? _____</p> <p>2265</p>
<p>she was (the one) in the front seat.</p> <p>2533</p>	<p><b>WHO AND WHOM AS INTERROGATIVE PRONOUNS</b></p> <p><b>Who</b> is nominative; <b>whom</b> is objective.</p> <p><b>Who was the inventor of wireless telegraphy?</b></p> <p>The nominative pronoun <i>Who</i> is correct because it is the subject of the verb _____.</p> <p>2534</p>
	<p>A series is a number of similar things that follow one after another. We speak of a series of games, accidents, or coincidences. In a sentence, a series is <i>three or more</i> words, phrases, or clauses all used in the same way.</p> <p><b>There was sand on the floor, in our beds, and in our food.</b> This sentence contains a series of (<i>words, phrases, clauses</i>).</p> <p>2803</p>
<p>people's</p> <p>3071</p>	<p>the boys locker room</p> <p>page 214</p> <p>3072</p>



- a. Each student keeps a list of every misspelled word.  
b. The wheezing motor finally stopped completely.

b Which sentence is **Pattern II** because the verb is followed by a direct object? \_\_\_\_\_

107

108

- a. A large tree had fallen and was blocking traffic.  
b. A large tree had fallen and traffic was slowed down.

b In which sentence should a comma be inserted before the conjunction? \_\_\_\_\_

377

378

- a. Our yearbook, *which sells for one dollar*, comes out in June.  
b. Our yearbook comes out in June, and it sells for one dollar.  
In which sentence is the *price* of the yearbook subordinated?

647

648

**My plan is** *to save enough money for college.*

subject

The infinitive phrase completes the meaning of the linking verb **is** and identifies the subject **plan**.

The infinitive phrase, therefore, is a (*direct object, subject complement*).

917

918

We often interrupt a noun clause after the clause signal *that* to insert an adverb phrase or clause.

b

Put parentheses around the adverb clause that now interrupts the noun clause:

**I knew** *that if I didn't hurry the cement would harden.*

1187

1188

answer, and

The two essays were judged equally good therefore the prize was divided between us.

1457

1458

		the motor	
		Take the motor off the boat and sell <i>it</i> .	
b	Another very simple way to clear up the meaning of this sentence is to eliminate the pronoun <i>it</i> by repeating the noun _____.		
1727			1728
seem	Hawley's is the only one of the gas stations that ( <i>stay, stays</i> ) open all night.		
1996			1997
	a. Ellen bought a dress but later returned it. b. Ellen returned the dress that she had bought.		
b	In which sentence do you find a verb in the past perfect tense? _____		
2265			2266
was	Whom did the Duke of Wellington defeat at Waterloo? (The Duke of Wellington did defeat <i>whom</i> at Waterloo?) The objective pronoun <i>Whom</i> is correct because it is the direct object of the verb _____		
2534			2535
phrases	It takes at least _____ items to form a series. (How many?)		
2803			2804
	SINGULAR: lady PLURAL: ladies		
	When you write a possessive noun, be sure that you have the correct spelling of the owner(s) before the apostrophe.		
boys'	a. a ladie's coat b. a lady's coat		
	Which is correct because the word before the apostrophe is correctly spelled? _____		
3072			3073

	<p><b>The pitcher threw George a fast curve.</b></p> <p>After the verb <b>threw</b>, we have two nouns—<b>George</b> and <b>curve</b>.</p>	
a	To decide which is the <b>direct object</b> , ask yourself, "What did the pitcher throw?"	
108	The direct object is the noun _____	109
b	<p><b>The teacher liked the movie. She urged her classes to see it.</b></p> <p>If you were to combine these two sentences, it would be better to use a compound (<i>sentence, predicate</i>).</p>	
378		379
a	<p>To subordinate a fact or an idea is like taking an article from the front of a showcase and putting it in the back, where it is less conspicuous.</p> <p>A fact or an idea gets less emphasis when we put it in a (<i>sentence, clause</i>).</p>	
648		649
subject complement	<p><b>A good citizen does not refuse to be a witness.</b></p> <p>The infinitive phrase is used as a (<i>direct object, subject complement</i>).</p>	
918		919
(if I didn't hurry)	<p>When we interrupt a noun clause in this way, we must guard against a common error.</p> <p>WRONG: I knew that (if I didn't hurry) that the cement would harden.</p> <p>The sentence above is incorrect because the clause signal _____ is repeated.</p>	
1188		1189
good; therefore	<p><b>The doctor was exhausted but nevertheless he kept on working.</b></p> <p>_____</p>	
1458		1459

	After Mother left Eve at camp, <i>she</i> felt lonesome.	
motor	This sentence is ambiguous because <i>she</i> might refer to either _____ or _____.	
1728		1729

stays	The Netherlands was one of the many neutral countries that ( <i>was, were</i> ) invaded by the Nazis.	
1997		1998

b	Use the past perfect tense of a verb for an earlier action that is mentioned after a later action.	
	Suppose that John <i>picked</i> an apple and then <i>ate</i> it.	
2266	You would put the verb <i>picked</i> in the past perfect tense if you mentioned it ( <i>first, last</i> ).	2267

did defeat	To <i>whom</i> will the President entrust this responsibility?	
	The objective form <i>whom</i> is correct because it is the object of the preposition _____.	
2535		2536

three	a. Many friends and relatives were invited.	
	b. Many friends, relatives, and neighbors were invited.	
2804	Which sentence contains a series of nouns? _____	2805

b	SINGULAR: baby      PLURAL: babies	
	a. the babies' mothers      b. the babys' mothers	
3073	Which is correct because the word before the apostrophe is correctly spelled? _____	3074

<p>curve</p> <p>109</p>	<p>The pitcher threw George a fast curve.</p> <p>What does the noun <b>George</b> do? It shows <i>to whom</i> the pitcher threw the <b>curve</b>. We call such a noun (or pronoun) an <b>indirect object</b>.</p> <p><b>Curve</b> is the <i>direct object</i>; <b>George</b> is the _____ <i>object</i>.</p> <p>110</p>
<p>predicate</p> <p>379</p>	<p>The teacher liked the movie and urged her classes to see it.</p> <p>Should a comma be inserted before the conjunction <b>and</b>? (<i>Yes, No</i>)</p> <p>380</p>
<p>clause</p> <p>649</p>	<p><b>Our yearbook, which comes out in June, sells for one dollar.</b></p> <p>This complex sentence states two facts: one about <i>price</i> and another about <i>time of issue</i>.</p> <p>This sentence gives greater emphasis to the fact about (<i>price, time of issue</i>).</p> <p>650</p>
<p>direct object</p> <p>919</p>	<p>In addition to being used as nouns, infinitives are also used as modifiers—both as adjectives and as adverbs.</p> <p><b>I want a chance to work.</b>      <b>I want a chance to play.</b>  <b>I want a chance to rest.</b>      <b>I want a chance to travel.</b></p> <p>Each sentence means a different kind of <b>chance</b> because the _____ is different in each sentence.</p> <p>920</p>
<p>that</p> <p>1189</p>	<p>It is easy to forget that you have already written the word <i>that</i> and repeat it when you continue the clause.</p> <p>a. <b>I decided that after I graduated I would go to college.</b>  b. <b>I decided that after I graduated that I would go to college.</b></p> <p>Which sentence is correct? _____</p> <p>1190</p>
<p>exhausted, but</p> <p>1459</p>	<p>The job provided me with spending money      furthermore, it built up my self-confidence.</p> <p>_____</p> <p>1460</p>



	You can often get rid of ambiguity by shifting the "false" antecedent to a position <i>after</i> the pronoun, where it can't confuse the reader.	
Mother, Eve	<p><b>Mother felt lonesome after <i>she</i> left Eve at camp.</b></p> <p>Now we know that <i>she</i> means <b>Mother</b> and not <b>Eve</b> because the noun _____ has been put after the pronoun <i>she</i>.</p>	
1729		1730
were	<p><b>His boss was one of those employers who (<i>don't, doesn't</i>) welcome suggestions from their employees.</b></p>	
1998		1999
last	<p><b>John ate the apple that he <i>had</i> picked.</b></p> <p>Are the actions mentioned in the order in which they occurred? (<i>Yes, No</i>)</p>	
2267		2268
To	<p>a. ... was Lincoln's Secretary of State?</p> <p>b. ... did Lincoln appoint as his Secretary of State?</p> <p>In which sentence would <b>Whom</b> be correct because it is the direct object of the verb? _____</p>	
2536		2537
b	<p>Use commas <i>between</i> the items in a series but not before or after the series (unless a comma is required for another reason).</p> <p>Punctuate the following sentence:</p> <p><b>Many of the world's greatest books paintings and inventions were produced by people past sixty.</b></p>	
2805		2806
a	<p>Here is another problem that concerns apostrophes:</p> <p><b>WRONG: the dentist who pulled my tooth's office</b></p> <p>This sentence is wrong because the apostrophe is not in the right word.</p> <p>The owner of the office is not <b>tooth</b> but _____.</p>	
3074		3075

<div>indirect</div> <div>110</div>	<div>The pitcher threw George a fast curve.</div> <div>The indirect object <b>George</b> comes (<i>before, after</i>) the direct object <b>curve</b>. _____</div> <div>111</div>
<div>No</div> <div>380</div>	<div>We have good traffic laws. They are strictly enforced.</div> <div>If you were to combine these two sentences, you would need to use a compound (<i>sentence, predicate</i>).</div> <div>381</div>
<div>price</div> <div>650</div>	<div>a. Our yearbook, which comes out in June, sells for one dollar.</div> <div>b. Our yearbook, which sells for one dollar, comes out in June.</div> <div>One sentence emphasizes the <i>price</i>; the other, the <i>time of issue</i>. Which emphasizes the <i>time of issue</i>? _____</div> <div>651</div>
<div>infinitive</div> <div>920</div>	<div>I want a chance to work.      I want a chance to play.</div> <div>I want a chance to rest.      I want a chance to travel.</div> <div>Each infinitive in the above sentences modifies the noun _____</div> <div>921</div>
<div>a</div> <div>1190</div>	<div>a. We knew that if we appeared too eager that the price would be raised.</div> <div>b. We knew that if we appeared too eager the price would be raised.</div> <div>Which sentence is correct? _____</div> <div>1191</div>
<div>money; furthermore,</div> <div>1460</div>	<div>Copy each pair of sentences, inserting the word in parentheses between them. Show by your punctuation whether they form one sentence or two.</div> <div>The trip takes all day. The scenery is interesting. (<i>but</i>)</div> <div>_____</div> <div>_____</div> <div>1461</div>

Hank backed the car out of the garage and cleaned *it*.

Eve This sentence is ambiguous because we don't know whether *it* refers to the car or to the \_\_\_\_\_.

1730 1731

don't Are you one of those newspaper readers who (*read, reads*) only the headlines?

1999 2000

No Use the past perfect tense when the first action is mentioned (*first, last*).

2268 2269

b In ordinary conversation, the nominative form **who** is generally used even though it may be the object of a verb or a preposition.

INFORMAL: *Who did you see at church today?*

This violates the rule for formal usage because *Who* is the direct object of the verb \_\_\_\_\_.

2537 2538

books, paintings. Make a count to see how, in a series, the number of commas compares with the number of items:

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

The number of commas is always one (*more, less*) than the number of items in a series.

2806 2807

dentist The apostrophe belongs in the word that shows the owner, not in a word that is part of a modifying phrase or clause.

WRONG: **The dentist who pulled my tooth's office**

Now switch the 's to the noun **dentist**, and read the sentence with this change.

Does moving the 's to **dentist** solve the problem? (*Yes, No*)

3075 3076

before

- a. The pitcher threw George a fast curve.  
b. The pitcher threw him a fast curve.

In which sentence is the indirect object not a noun but a pronoun? \_\_\_\_\_

111

112

sentence

**We have good traffic laws and they are strictly enforced.**

Should a comma be inserted before the conjunction **and**?  
(Yes, No)

381

382

b

The type of sentence we use depends on the emphasis we wish to give various facts or ideas.

If we wish to give two facts equal emphasis, we would use a  
(*compound, complex*) sentence.

651

652

chance

**I want a chance to work.      I want a chance to play.**  
**I want a chance to rest.      I want a chance to travel.**

Because each infinitive modifies the noun **chance**, it is used  
as an \_\_\_\_\_.

921

922

b

- a. I am sure that if we don't buy the car someone else will.  
b. I am sure that if we don't buy the car that someone else will.

Which sentence is correct? \_\_\_\_\_

1191

1192

The trip takes all day, but the scenery is interesting.

1461

**The trip takes all day. The scenery is interesting. (*however*)**  
\_\_\_\_\_  
\_\_\_\_\_

1462

	<p>We can always reconstruct a faulty sentence to make the reference of a pronoun perfectly clear.</p> <p><b>Hank cleaned the car after backing <i>it</i> out of the garage.</b>  <b>Hank cleaned the garage after backing out the car.</b></p> <p>Does either sentence leave any doubt as to what was cleaned?  <i>(Yes, No)</i></p>	
garage		
1731		1732
	<p><b>This was one of the worst floods that <i>(has, have)</i> ever occurred in the South.</b></p>	
read		
2000		2001
	<p>a. <b>Howard . . . off the alarm and went back to sleep.</b>  b. <b>Howard went back to sleep after he . . . off the alarm.</b></p> <p>In which sentence should the past perfect verb <b>had shut</b> be used? _____</p>	
last		
2269		2270
	<p>The widespread use of <b>who</b> instead of <b>whom</b> is due to the fact that it comes in the subject position at the head of the sentence, and position is an important factor in our language.</p> <p><b>Whom did Aaron Burr kill in a duel?</b></p> <p>Can a word occupy the subject position and still not be the subject of the sentence? <i>(Yes, No)</i></p>	
did see		
2538		2539
	<p>In a series of <i>three</i> items, we would use <i>two</i> commas.  In a series of <i>four</i> items, we would use _____ commas.</p>	
less		
2807		2808
	<p><b>WRONG: the dentist who pulled my tooth's office</b>  To avoid this error, it is necessary to show the ownership of the office by using an <b>of</b> phrase.</p> <p><b>RIGHT: the office of the dentist who pulled my tooth</b>  Instead of using an 's to show ownership, we use the prepositional phrase _____</p>	
No		
3076		3077



An indirect object can show **to what**, as well as **to whom**, something was done.

b

**These shoes give your feet more support.**

The noun **support** is the \_\_\_\_\_ *object*.

112

The noun **feet** is the \_\_\_\_\_ *object*.

113

**The crowded bus stopped. It took on still more people.**

Yes

If you were to combine these two sentences, it would be better to use a compound (*sentence, predicate*).

382

383

compound

If we wish to subordinate one idea to another, we would use a (*compound, complex*) sentence.

652

653

adjective

**I learned a new way to play checkers.**

The infinitive phrase *to play checkers* modifies the noun \_\_\_\_\_.

922

923

Copy each sentence, inserting the word group in parentheses after the clause signal **that**. Do not repeat *that* when you continue the interrupted clause.

a

**I was afraid that I would not be ready. (*when my turn came*)**

1192

1193

day. However,  
*or*  
day; however,

**The dogs growled at each other. They began to fight. (*then*)**

1462

1463

	<p>a. Stan was out of practice when Jack beat <i>him</i>.  b. Stan beat Jack when <i>he</i> was out of practice.  c. Jack was out of practice when Stan beat <i>him</i>.</p>	
No	In which sentence is the reference of the italicized pronoun confusing because we can't tell to whom the pronoun refers?	
1732	_____	1733
have	This is just one more of those stupid prejudices that ( <i>is, are</i> ) passed on from one generation to another.	
2001		2002
	<p>a. The police captured the prisoner who . . . .  b. The prisoner . . . but the police captured him.</p>	
b	In which sentence should the past perfect verb <b>had escaped</b> be used? _____	
2270		2271
	In formal writing or speaking, use <b>whom</b> if the interrogative pronoun is the object of a verb or a preposition.	
Yes	<p>a. <i>Who</i> did Jimmy take to the prom?  b. <i>Who</i> will the new party select for its first candidate?</p>	
2539	Your use of <i>Who</i> instead of <i>Whom</i> would be more subject to criticism in sentence _____.  <p>a. We export, food, cotton, and machinery to many countries.  b. We export food, cotton, and machinery to many countries.  c. We export food, cotton, and machinery, to many countries.</p>	2540
three	Which sentence is correctly punctuated? _____	
2808		2809
of the dentist	<p>a. the wife of the man in the other car  b. the man in the other car's wife</p>	
3077	Which is correct? _____	3078

Besides showing *to whom* (or *to what*) something was done, an **indirect object** can also show *for whom* (or *for what*) something was done.

(support) direct  
(feet) indirect

**Aunt Jane knitted Fred some socks.**

*For whom* did Aunt Jane knit the socks? For \_\_\_\_\_

113

114

predicate

In this and the following frames, combine each pair of sentences, using a compound predicate whenever possible. Indicate your answer by writing the conjunction and the two words surrounding it. Insert any necessary comma.

**Lee made a two-base hit. The ball game was over.**

383

384

complex

Now let's look more closely into the process of subordinating an idea by changing it to an adjective clause.

**Tony read some notices. *Few students heard them.***

The italicized sentence provides information about the noun \_\_\_\_\_ in the first sentence.

653

654

way

**I learned a new way to play checkers.**

Because the infinitive phrase modifies the noun **way**, it is used as an \_\_\_\_\_.

923

924

I was afraid that  
when my turn  
came I would  
not be ready.

Continue to follow the directions for the previous frame:

**Many believe that they could write a song hit. (*if they took the time*)**

1193

1194

other. Then  
or  
other; then

**The college is small. Its school spirit is excellent.**  
(*nevertheless*)

1463

1464

	In this and the following frames, one of each pair of sentences is clear. The other is ambiguous because the pronoun has two possible antecedents. Circle the letter of the correct sentence.	
b	a. When our bus reached the station, it was almost empty. b. Our bus was almost empty when it reached the station.	1734
1733		

are	Milner was the only one of our players who ( <i>was, were</i> ) selected for the all-state team.	
2002		2003

a	After you decide which action came first, underline the preferred verb: <b>The witness made this statement but later (<i>denied, had denied</i>) it.</b>	
2271		2272

b	In this and the following frames, underline the pronoun that is proper for formal usage: <b>(<i>Who, Whom</i>) will be in favor of this new tax?</b>	
2540		2541

b	Punctuate the following sentence: <b>Immediate pursuit quick arrest and certain conviction reduce crime.</b>	
2809		2810

a	Rewrite the following sentence correctly, using a prepositional phrase, instead of a possessive noun, to show the owner of the name: <b>The girl in the front seat's name is Linda.</b>	
3078		3079

**Aunt Jane knitted Fred some socks.**

Fred

The direct object is \_\_\_\_\_.

The indirect object is \_\_\_\_\_.

114

115

hit, and the

It is important that you read the directions in the previous frame once again. Then be sure to select a conjunction that expresses the meaning most clearly.

Supply a comma *only* when you form a compound sentence.

**Paul wanted a date. He was too timid to ask.**

384

385

notices

**Tony read some notices. *Few students heard them.***

Which word in the italicized sentence means the same thing as **notices** in the first sentence? \_\_\_\_\_

654

655

adjective

**I learned a new way to play checkers.**

We have seen that the infinitive *to play*, like an ordinary adjective, modifies the noun **way**.

The fact that the infinitive *to play* can at the same time take the direct object *checkers* shows that an infinitive can also do the job of a \_\_\_\_\_.

924

925

Many believe that if they took the time they could write a song hit.

**The study shows that school grades drop sharply. (*when students get their own cars*)**

1194

1195

small.  
Nevertheless,  
or  
small;  
nevertheless,  
1464

**The college is small. Its school spirit is excellent. (*but*)**

1465



Continue to circle the letter of the correct sentence:

b

- a. As soon as Larry gets a kennel, he is going to keep the dog in it.  
b. Larry is going to keep the dog in a kennel as soon as he gets one.

1734

1735

was

## Lesson 56 A Few Remaining Problems

[From 2005-2004]

2003

denied

Underline the preferred verb:

The witness later denied the statement that he (*made, had made*).

2272

2273

Who

By (*who, whom*) will this new tax be favored?

2541

2542

pursuit,  
arrest,

Punctuate the following sentence:

The bellboy stopped me asked me my name and handed me a telegram.

2810

2811

The name of  
the girl in  
the front seat  
is Linda.

Rewrite the following sentence correctly:

The family next door's dog tears up our lawn.

3079

3080

(direct object)  
socks  
(indirect object)  
Fred

115

**Aunt Jane knitted Fred some socks.**

As it always does when it is present, the indirect object comes (*before, after*) the direct object.

116

date but was

385

**It was getting late. The children were growing restless.**

---

386

them

655

*which*  
**Tony read some notices. Few students heard *them*.**

To change the italicized sentence to an adjective clause, we put the relative pronoun \_\_\_\_\_ in place of *them*.

656

verb

925

- a. I learned a new way to play checkers.
- b. I learned a new way of playing checkers.

One sentence contains a gerund phrase; the other an infinitive phrase.

Which sentence contains an infinitive phrase? \_\_\_\_\_

926

The study shows  
that when  
students get  
their own cars  
school grades  
drop sharply.

1195

**Employers find that production increases. (*when rest periods are allowed*)**

---

---

1196

small, but its

1465

## Lesson **40** Review: The Sentence Unit

[Farness 1467-1486]

<p>a</p> <p>1735</p>	<p>a. The Red Sox will play the Yankees. They have a great team.</p> <p>b. The Red Sox will play the Yankees, who have a great team.</p> <p>1736</p>
	<p>To make sentences more forceful, we often start them with the words <b>There is</b>, <b>There are</b>, or <b>Here is</b>, <b>Here are</b>.</p> <p>a. A <u>spot</u> <u>is</u> on your coat.</p> <p>b. <u>There is</u> a <u>spot</u> on your coat.</p> <p>In which sentence is the usual order of the subject and verb turned around? _____</p> <p>2005</p>
<p>had made</p> <p>2273</p>	<p>Underline the preferred verb:</p> <p><b>I read the article and (<i>made, had made</i>) a summary of it.</b></p> <p>2274</p>
<p>whom</p> <p>2542</p>	<p><b>(Who, Whom) will the President appoint to this new post?</b></p> <p>2543</p>
<p>me, name,</p> <p>2811</p>	<p>Three or more short and closely related sentences may be written in series as a single sentence without being considered a run-on sentence error.</p> <p>Punctuate the following sentence:</p> <p><b>The toast burned the coffee boiled over and Bobby spilled his orange juice.</b></p> <p>2812</p>
<p>The dog of the family next door tears up our lawn.</p> <p>3080</p>	<p>Be sure to recognize possessive nouns when the thing that is owned is understood but not expressed.</p> <p><b>Your voice sounds just like Mary's (voice).</b></p> <p>We put an apostrophe in the word <b>Mary's</b> because the noun _____ is understood.</p> <p>3081</p>

before

The club bought the church a new organ.

The indirect object is the noun \_\_\_\_\_

116

117

late, and the

(Are you sure that you recall all points in the directions given in frames 384 and 385?)

Most Americans want their children to attend college. They will make great sacrifices to send them.

386

387

which

*which*  
Tony read some notices. Few students heard them.  
Tony read some notices, *which* few students heard.

Since a relative pronoun usually starts an adjective clause, we move **which** to the front of the clause, before the word

656

657

a

Lyle ran to catch the bus.

The infinitive phrase *to catch the bus* explains **why** about the verb \_\_\_\_\_

926

927

Employers find that when rest periods are allowed production increases.

1196

## Lesson 32 Three Effective Sentence Devices

[Frames 1198–1229]

In this and the following frames, one of each pair of items is a sentence; the other is a fragment. Circle the letter of the complete sentence.

- A good citizen helps with the work of his community.
- A good citizen who helps with the work of his community.

1467

<p>b</p> <p>1736</p>	<p>a. If you find any worms in the cabbages, destroy them. b. Destroy any worms that you find in the cabbages.</p> <p>1737</p>
<p>b</p> <p>2005</p>	<p>In sentences that begin with <b>There is</b>, <b>There are</b>, or <b>Here is</b>, <b>Here are</b>, the verb precedes the subject.</p> <p><b>There is a <u>spot</u> on your coat.</b></p> <p>We use the singular verb <b>is</b> because its subject _____ is singular.</p> <p>2006</p>
<p>made</p> <p>2274</p>	<p>Underline the preferred verb:</p> <p><b>I remembered what the coach (<i>said, had said</i>) about forward passes.</b></p> <p>2275</p>
<p>Whom</p> <p>2543</p>	<p>(<i>Who, Whom</i>) was the patriot who said, "Give me liberty or give me death"?</p> <p>2544</p>
<p>burned, over,</p> <p>2812</p>	<p>a. I looked at the dog, the dog looked at me, and we immediately became friends. b. I looked at the dog, the dog looked at me.</p> <p>Which is a correct series of sentences and not a run-on sentence? _____</p> <p>2813</p>
<p>voice</p> <p>3081</p>	<p>Supply the missing apostrophe:</p> <p><b>A porpoise's brain is as large as a mans.</b></p> <p>3082</p>



church

An **indirect object** shows *to whom* or *what* or \_\_\_\_\_  
*whom* or *what* something is done.

117

118

college and will

You must be completely satisfied. We will return your money.  
\_\_\_\_\_

387

388

few

**Tony read some notices, which few students heard.**  
The adjective clause is in its proper position right after the  
word \_\_\_\_\_, which it modifies.

657

658

ran

**Lyle ran to catch the bus.**  
Because the infinitive phrase modifies the verb **ran**, it is used  
as an \_\_\_\_\_

927

928

1. The "no sooner . . . than" device:  
a. **When we sat down to eat, company arrived.**  
b. **No sooner had we sat down to eat than company arrived.**  
Which sentence shows more effectively that one event  
followed the other almost immediately? \_\_\_\_\_

1198

a

Circle the letter of the complete sentence:  
a. **Posted in the most conspicuous place on the bulletin  
board.**  
b. **The notice was posted on the bulletin board.**

1467

1468

<p>b</p> <p>1737</p>	<p>a. Father said to Bobby, "Your hands are always dirty." b. Father told Bobby that his hands were always dirty.</p> <p>1738</p>
<p>spot</p> <p>2006</p>	<p>There are spots on your coat.</p> <p>We use the plural verb <b>are</b> because its subject _____ is plural.</p> <p>2007</p>
<p>had said</p> <p>2275</p>	<p>Even though the actions are mentioned in the order of their occurrence, we sometimes use the past perfect tense to emphasize that the first action was completed before the second action began.</p> <p><b>After we <i>had washed</i> the car, it <i>rained very hard</i>.</b></p> <p>Was the washing completed when it began to rain? (<i>Yes, No</i>)</p> <p>2276</p>
<p>Who</p> <p>2544</p>	<p>(<i>Who, Whom</i>) <b>does the law hold responsible in such cases?</b></p> <p>2545</p>
<p>a</p> <p>2813</p>	<p>If there is a comma <i>before</i> a series, it is not used because of the series but for another reason.</p> <p><b>When I arrived home from school, Louis, Ron, and Steve were waiting for me.</b></p> <p>The comma after the word <b>school</b> is correct because it follows (<i>an introductory, a main</i>) clause.</p> <p>2814</p>
<p>man's</p> <p>3082</p>	<p>In this and the following frames, supply the necessary apostrophes. Remember that possessive pronouns are never written with apostrophes—<i>yours, hers, its, ours, theirs</i>. If no apostrophes are required, write <i>None</i>.</p> <p><b>Eleanors theme was more original than either Pats or hers.</b></p> <p>3083</p>

An **indirect object**—if one is present—always comes *before* the **direct object**, and the word *to* or *for* is understood but never used.

for

a. I offered *Frank* my ticket.

b. I offered my ticket *to Frank*.

Is *Frank* an indirect object in sentence *a* or *b*? \_\_\_\_\_

118

119

satisfied, or we

**My father can play several instruments. His favorite is the violin.**

388

389

notices

**Several of Don's friends play college football. *He went to high school with them.***

The pronoun *them* is the object of the preposition *with*.

Underline the clause signal you would put in place of *them* in changing the italicized sentence to an adjective clause:

**which      whose      whom      who**

658

659

adverb

We can sometimes combine two sentences by changing one sentence to an infinitive phrase.

**Larry gave a cough. (*This was*) to prove that he was sick.**

**Larry gave a cough to prove that he was sick.**

To change the italicized sentence to an infinitive phrase, we drop the words before the \_\_\_\_\_

928

929

b

***No sooner had we sat down to eat than* company arrived.**

The words *no sooner* must be followed later in the sentence by the word \_\_\_\_\_.

1198

1199

b

Continue to circle the letter of the complete sentence:

a. Which was Mr. Egan's way of getting us to read a book.

b. This was Mr. Egan's way of getting us to read a book.

1468

1469

- a. At the time of Clem's birth, his father was a bandleader.  
b. Clem's father was a bandleader at the time of his birth.

1738

1739

There is no stamp on this letter.

spots

If you changed the noun **stamp** to **stamps**, you would need to change the verb is to \_\_\_\_\_.

2007

2008

Yes  
PAST: I *finished* my work when Jim arrived.  
PAST PERFECT: I *had finished* my work when Jim arrived.  
Do both sentences have the same meaning? (Yes, No)

2276

2277

Whom

To (*who, whom*) can small nations appeal for protection?

2545

2546

an introductory

If there is a comma *after* a series, it is not used because of the series but for another reason.

**For better schools, better roads, and clean government, cast your vote for Mrs. Henshaw.**

The comma after **government** is used because it follows an introductory (*phrase, clause*) which includes a series.

2814

2815

Eleanor's, Pat's

**Both suspects fingerprints were in the police departments files.**

(Note: The fingerprints belong to two **suspects**; the files belong to one police **department**. Place your apostrophes to show this.)

3083

3084

	<p>An indirect object tells <i>to whom</i> or <i>for whom</i> by its position alone—by coming <i>before</i> the direct object. A noun or pronoun used with <i>to</i> or <i>for</i> is never an indirect object.</p>	
a	<p>a. Joe found a better job for his friend. b. Joe found his friend a better job.</p>	
119	Is <i>friend</i> an indirect object in sentence <i>a</i> or <i>b</i> ? _____	120
	<p>Shall I write a new theme? Shall I revise the old one?</p> <p>_____</p> <p>(Note: Because these sentences are questions, this problem is slightly different. Besides omitting the second subject, you will also need to omit the helping verb <b>shall</b>.)</p>	
instruments, but his		
389		390
	<p>Several of Don's friends play college football. <i>He went to</i> <i>whom</i> <i>high school with them.</i></p> <p>We choose <i>whom</i> rather than <i>who</i> because it is the object of the preposition _____</p>	
whom		
659		660
	<p>Change the italicized sentence to an infinitive phrase:</p> <p><b>Wendy touched the flowers.</b> <i>She wanted to see if they were real.</i></p> <p>_____</p> <p>_____</p>	
infinitive		
929		930
	<p>a. When I last saw Ben, he was looking for a job. b. When the picnic table was set, it began to rain.</p>	
than	Which of the above sentences could best be put into the "no sooner . . . than" arrangement because the two events occurred at about the same time? _____	
1199		1200
	<p>a. Walter Johnson was a great pitcher. b. Walter Johnson, the greatest pitcher in the history of baseball.</p>	
b		
1469		1470



- a. Whenever Dad discusses politics with Mr. Hart, he gets very excited.
- a b. Dad gets very excited whenever he discusses politics with Mr. Hart.

1739

1740

In sentences that begin with **There is**, **There are**, or **Here is**, **Here are**, don't choose your verb until you look ahead to see whether a singular or a plural subject is coming.

are

**There . . . several ways of making frosting.**

Before we supply **is** or **are** in this sentence, we must look ahead to the subject \_\_\_\_\_.

2008

2009

- a. I *finished* my work when Jim arrived.
- b. I *had finished* my work when Jim arrived.

No

In which sentence was your work already completed at the time of Jim's arrival? \_\_\_\_\_

2277

2278

whom

## Lesson 71 A Number of Pronoun Problems

(Frames 2548–2586)

2546

Although it's not wrong to omit the comma between the last two items of a series, many writers prefer to use this comma—especially in formal writing.

phrase

- a. **Gas, electricity, and water are included in the rent.**
- b. **Gas, electricity and water are included in the rent.**

Are both sentences punctuated correctly? (*Yes, No*)

2815

2816

suspects'  
department's

**The girls study hall is right next to the boys.**

3084

3085

- a. This machine will save much time.  
b. This machine will save the company much time.

The noun **time** is the direct object in both sentences. Which sentence also contains an indirect object? \_\_\_\_\_ 121

120

Sometimes we want the balanced effect of a compound sentence even though a compound predicate would express our meaning in fewer words.

theme or revise

- a. Fashions come and fashions go.  
b. Fashions come and go.

390

Which sentence gives a more balanced effect? \_\_\_\_\_ 391

**Several of Don's friends play college football. He went to**  
*whom*  
*high school with them.*

with

After we move *with whom* to the front of the clause, we should insert it in the sentence after the word (*friends, football*), which it modifies. 661

660

Change the italicized sentence to an infinitive phrase:

**Vic's dad set the clock ahead.** *This was to prevent Vic from being late.*

Wendy touched the flowers to see if they were real.

930

931

- a. When the picnic table was set, it began to rain.  
b. No sooner was the picnic table set than it began to rain.

1200

Which sentence is more novel and forceful? \_\_\_\_\_ 1201

a

- a. Mother considers spinach good for our health.  
b. Because Mother considers spinach good for our health.

1470

1471

Sentences that report someone's remark often leave the reader guessing as to which person the pronoun *he* or *she* means.

- b                      **The doctor told Dad that *he* needed a vacation.**

This sentence is ambiguous because *he* could mean either the \_\_\_\_\_ or \_\_\_\_\_.

1740

1741

Underline the correct verb:

ways

**There (*is, are*) several ways of making frosting.**

2009

2010

- a. **We *had just finished* scrubbing the floor when Larry came in with his muddy shoes.**  
b. **We *just finished* scrubbing the floor when Larry came in with his muddy shoes.**

b

Which sentence emphasizes the fact that the first action had been completed when the second action occurred? \_\_\_\_\_

2278

2279

#### PRONOUNS IN COMPARISONS

When we use the word **than** or **as** to make a comparison, we generally shorten our sentence by omitting one or more unnecessary words.

**The Smiths have a larger house than we (have).**

The omitted word in this sentence is \_\_\_\_\_.

2548

Do not omit the comma between the last two items of a series if there is any chance of misunderstanding.

Yes

**We served *coffee, salad, cheese and egg* sandwiches.**

Can you be sure whether one or two kinds of sandwiches were served? (*Yes, No*)

2816

2817

girls'  
boys'

**His father buys and sells all kinds of stamps and coins.**

3085

3086

Mother made the boys some sandwiches.

b The direct object is \_\_\_\_\_.

The indirect object is \_\_\_\_\_.

121

122

a. He couldn't eat and couldn't sleep.

b. He couldn't eat, and he couldn't sleep.

a

Which sentence is more effective because of the repetition of the subject? \_\_\_\_\_

391

392

friends

a. Several of Don's friends play college football *with whom he went to high school.*

b. Several of Don's friends *with whom he went to high school* play college football.

In which sentence is the clause properly placed? \_\_\_\_\_

661

662

After changing the italicized sentence to an infinitive phrase, insert it in the sentence next to the noun it modifies:

Johnny's ambition was typical of a small boy. *It was to become a fireman.* \_\_\_\_\_

Vic's dad set the clock ahead to prevent Vic from being late.

931

932

a. No sooner was the picnic table set than it began to rain.

b. The picnic table was no sooner set than it began to rain.

b

In which arrangement does the subject **table** come between the two parts of the verb? \_\_\_\_\_

1201

1202

a. In time to save the fireman from being crushed by the toppling wall.

b. He shouted his warning in time to save the fireman's life.

a

1471

1472

doctor, Dad	<p><b>The doctor told Dad that <i>he</i> needed a vacation.</b></p> <p>Usually the only way to eliminate the ambiguity in a sentence like this is to use a direct quotation.</p> <p><b>The doctor told Dad, "You need a vacation."</b></p> <p>This means that (<i>the doctor, Dad</i>) needs a vacation.</p>	1741	1742
are	<p>a. Here . . . the key to the car. b. Here . . . the keys to the car.</p> <p>Which sentence requires the plural verb <b>are</b>? _____</p>	2010	2011
a	<p>Here is a sentence with an "if" clause that states a condition under which something could have or would have happened:</p> <p><b>If I had seen the light, I would have stopped.</b></p> <p>The past perfect verb is used in the part of the sentence that states the (<i>condition, result</i>).</p>	2279	2280
have	<p><b>Mr. Metz gave Fred just as good a grade as (he gave) me.</b></p> <p>The omitted words in this sentence are _____.</p>	2548	2549
No	<p><b>These sports shoes are available in green, red, brown and white.</b></p> <p>If four different kinds of shoes are available, would you insert a comma after <i>brown</i>? (<i>Yes, No</i>)</p>	2817	2818
None	<p><b>These childrens bad manners reflect on their parents training at home.</b></p> <p>(<i>Note: This is a high-error frame because <b>children</b> is one of those few plural nouns that do not end in s. Be sure to place the apostrophe after the part of the noun that names the owners.</i>)</p>	3086	3087



(direct object)  
sandwiches  
(indirect object)  
boys

122

A sentence in **Pattern II** always contains an action verb and its direct object.

Does it always contain an indirect object? (*Yes, No*)

123

b

Except where we wish to produce a special effect, we should try to save words by using a compound (*sentence, predicate*).

392

393

**A local firm got the order. *Its bid was the lowest.***

b

Underline the clause signal you would put in place of the possessive pronoun *Its* in changing the italicized sentence to an adjective clause:

662

who      whose      that      which

663

Johnny's  
ambition to  
become a  
fireman was  
typical of a  
small boy.  
932

**Jerry pounded the table once again. *This showed that he was his own boss.***

**Jerry pounded the table once again to show that he was his own boss.**

We changed the italicized sentence to an infinitive phrase by changing the verb *showed* to the infinitive \_\_\_\_\_.

932

933

In a "no sooner . . . than" sentence, we usually need a helping verb such as **was**, **did**, or **had** with the main verb.

a. **The two boys met, and they began to argue.**

a

b. **No sooner had the two boys met than they began to argue.**

The verb **met** in sentence *a* becomes \_\_\_\_\_ in *b*.

1202

1203

b

a. **This fact surprised even his closest friends.**

b. **A fact that surprised even his closest friends.**

1472

1473

	The doctor told Dad, "You need a vacation."	
Dad	If it were the doctor who needed the vacation, we would change <b>You</b> to _____.	
1742		1743
	Since <b>There's</b> and <b>Here's</b> are contractions of <b>There is</b> and <b>Here is</b> , they should be used only before singular subjects.	
b	a. . . . no battery in this flashlight. b. . . . no batteries in this flashlight.	
2011	In which sentence would <b>There's</b> be correct? _____	2012
	If I <i>had seen</i> the light, I <i>would have stopped</i> .	
condition	Notice that <i>would have</i> is used in only one part of the sentence—the part that shows what <i>would have</i> happened if an earlier action (past perfect) <i>had</i> occurred.	
2280	Are the words <i>would have</i> used in the "if" clause? (Yes, No)	2281
	When a pronoun follows the word <b>than</b> or <b>as</b> in a comparison, think of the missing words and you will have no trouble in deciding which case of the pronoun to use.	
he gave	<b>Don</b> can print much better than <i>I</i> (can print).	
2549	We use the nominative pronoun <i>I</i> because it is the subject of the omitted verb _____.	2550
	Do not use commas when all the items in a series are connected by <i>and</i> , <i>or</i> , or <i>nor</i> .	
Yes	<b>The heat and the noise and the confusion were too much for my mother.</b>	
2818	Does this sentence require any commas? (Yes, No)	2819
children's parents'	<b>Mr. Barrys young son knows all the players batting averages.</b>	
3087		3088

In this and the following frames, *S* = Subject, *V* = Verb, *IO* = Indirect Object, *DO* = Direct Object.

Fill in the missing word:

No                      **This bakery makes the best doughnuts in town.**  
                               *S*                      *V*                                      *DO*  
 123                      bakery              makes              \_\_\_\_\_ 124

predicate

# Lesson 11 The Semicolon as a Connector

[Frames 395-437]

393

whose

*whose*  
**A local firm got the order. ~~Its~~ bid was the lowest.**  
 a. **A local firm *whose bid was the lowest* got the order.**  
 b. **A local firm got the order *whose bid was the lowest*.**

In which sentence is the clause properly placed? \_\_\_\_\_

663

664

to show

Change the italicized sentence to an infinitive phrase:  
**We boiled our drinking water. *This killed all the bacteria.***

\_\_\_\_\_

\_\_\_\_\_

933

934

had met

a. **When I sit down to study, someone usually disturbs me.**  
 b. **No sooner do I sit down to study than someone usually disturbs me.**

The verb **sit** in sentence *a* becomes \_\_\_\_\_ in sentence *b*.

1203

1204

a

a. **We stood at the door and waited for the store to open.**  
 b. **Standing at the door and waiting for the store to open.**

1473

1474

	<p>Paula told Doris that <i>her</i> friend was waiting.</p> <p>Complete this sentence with a direct quotation to show that <i>Doris's</i> friend was waiting:</p> <p>Paula told Doris, " _____ _____."</p>	
I		
1743		1744
	<p>a. . . . some scraps for your dog. b. . . . a bone for your dog.</p> <p>In which sentence would <b>Here's</b> be correct? _____</p>	
a		
2012		2013
	<p>Be sure not to use the words <i>would have</i> in the "if" clause.</p> <p>a. If I <i>would have</i> seen the light, I <i>would have</i> stopped. b. If I <i>had</i> seen the light, I <i>would have</i> stopped.</p> <p>Which sentence is correct? _____</p>	
No		
2281		2282
	<p>The noise <b>didn't</b> bother Dad as much as (it bothered) <i>her</i>.</p> <p>We use the objective pronoun <i>her</i> because it is the direct object of the omitted verb _____</p>	
can print		
2550		2551
	<p><b>Books about space exploration, sports, or animals interest most boys.</b></p> <p>If you inserted another <i>or</i> before <b>sports</b>, would this sentence require any commas? (<i>Yes, No</i>)</p>	
No		
2819		2820
	<p><b>Peoples ages are nobodys business but their own.</b></p> <p>(Do you recall that a few irregular plural nouns do not end in <b>s</b>?)</p>	
Mr. Barry's players'		
3088		3089

Anyone can show you the way to the bridge.

Fill in the missing words:

DO  
doughnuts

S

V

IO

DO

Anyone

way.

124

125

We have seen that two *similar* or *related* sentences that are *equal in importance* can be combined into a compound sentence by using the \_\_\_\_\_ and, but, or or.

395

**A local firm** *whose bid was the lowest* got the order.

a

The adjective clause is properly placed because it comes after the noun \_\_\_\_\_, which it modifies.

664

665

Change the italicized sentence to an infinitive phrase:

**Always keep receipts.** *They will prove that you have paid your bills.*

We boiled our  
drinking water  
to kill all the  
bacteria.

934

935

Put this sentence into the "no sooner . . . than" arrangement. Count your sentence right whether the *no sooner* comes at the beginning of your sentence or later.

**When I saw him, I recognized him.**

do sit

1204

1205

a

- a. Each family taking a favorite dish to the church supper.  
b. Each family took a favorite dish to the church supper.

1474

1475



<p>“Your friend is waiting.”</p> <p>1744</p>	<p>Paula told Doris that <i>her</i> friend was waiting.</p> <p>Complete this sentence with a direct quotation to show that <i>Paula’s</i> friend was waiting:</p> <p>Paula told Doris, “_____”</p> <p>1745</p>
<p>b</p> <p>2013</p>	<p>The problem of subject-verb agreement is the same when a sentence begins with <b>There was, There were, There has been, There have been.</b></p> <p>Underline the correct verb:</p> <p><b>There (<i>was, were</i>) sixteen lighted candles on the cake.</b></p> <p>2014</p>
<p>b</p> <p>2282</p>	<p>a. If it had rained another ten minutes, the game would have been called off.</p> <p>b. If it would have rained another ten minutes, the game would have been called off.</p> <p>Which sentence is correct? _____</p> <p>2283</p>
<p>bothered</p> <p>2551</p>	<p>Sometimes the meaning of a sentence depends on whether we use the nominative or objective case of a pronoun.</p> <p><b>Hank owes Roy more money than <i>I</i> (owe him).</b></p> <p><b>Hank owes Roy more money than (he owes) <i>me</i>.</b></p> <p>Do the sentence with <i>I</i> and the sentence with <i>me</i> have the same meaning? (<i>Yes, No</i>)</p> <p>2552</p>
<p>No</p> <p>2820</p>	<p>a. Jerry couldn’t decide whether to add, or subtract, or multiply the numbers.</p> <p>b. Jerry couldn’t decide whether to add or subtract or multiply the numbers.</p> <p>Which sentence is correct? _____</p> <p>2821</p>
<p>People’s nobody’s</p> <p>3089</p>	<p><b>Sudden starts and stops wear out tires and brakes very rapidly.</b></p> <p>3090</p>

<p>V can show IO you 125</p>	<p>Franklin's experiments with electricity brought him international fame.</p> <p>Fill in the missing words:</p> <p>S                      V                      IO                      DO</p> <p>experiments   brought   _____                      _____</p> <p>125 <span style="float: right;">125</span></p>
<p>conjunction  395</p>	<p>Another useful device for holding two sentences together is the semicolon (;). In many compound sentences, we can use a semicolon in place of the conjunction.</p> <p><b>The ceiling was low, and all planes were grounded.</b> <b>The ceiling was low; all planes were grounded.</b></p> <p>The semicolon replaces the conjunction _____</p> <p>395 <span style="float: right;">396</span></p>
<p>firm  665</p>	<p>We can often strengthen a weak compound sentence by changing one of the statements to an adjective clause.</p> <p><b>We have a neighbor, and he has his own private plane.</b> <b>We have a neighbor who has his own private plane.</b></p> <p>The two facts are brought into closer relationship by the (<i>compound, complex</i>) sentence.</p> <p>665 <span style="float: right;">666</span></p>
<p>Always keep receipts to prove that you have paid your bills. 935</p>	<p><i>Don't nag a child to practice. It does no good.</i> <i>To nag a child to practice does no good.</i></p> <p>Here we have replaced the words <i>Don't nag</i> with the infinitive _____</p> <p>935 <span style="float: right;">936</span></p>
<p>No sooner had I seen him than I recognized him. or I no sooner saw him than I recognized him. 1205</p>	<p>Continue to follow the directions for the previous frame. (<i>Note: Be sure to follow the "no sooner" construction with "than," not "when."</i>)</p> <p><b>When the concert started, the lights went out.</b></p> <p>_____</p> <p>_____</p> <p>1205 <span style="float: right;">1206</span></p>
<p>b  1475</p>	<p>In this and the following frames, label each item according to the following key:</p> <p><i>S = Correct Sentence; F = Fragment;</i> <i>R-S = Run-on Sentence</i></p> <p><b>Although cotton is still an important crop in the South. _____</b></p> <p>1475 <span style="float: right;">1476</span></p>

"My friend  
is waiting."

1745

The cashier told the clerk that *she* had made a mistake.  
Rewrite this sentence with a direct quotation to show that  
the *clerk* had made a mistake:

---

---

1746

were

2014

Underline the correct verb:  
**There** (*has, have*) **been** too many accidents lately.

2015

a

2283

Sometimes the "if" clause comes at the end of the sentence.  
Underline the correct verb:  
**It is very likely that they would have struck oil if only they**  
(*had drilled, would have drilled*) **twenty feet more.**

2284

No

2552

a. Sue wrote Bob more often than *I*.  
b. Sue wrote Bob more often than *me*.  
Each of the above sentences has a different meaning.  
Which sentence means that Sue wrote to Bob more often  
than she wrote to you? \_\_\_\_\_

2553

b

2821

Use a comma between two adjectives—even though they are  
not a series—when they modify the same noun and are not  
connected by a conjunction.  
**Sanding rust off a car is a messy and tiresome job.**  
If you omitted the conjunction **and**, would you insert a comma  
after the adjective *messy*? (Yes, No)

2822

None

3090

**Their guests cars were blocking the Donaldsons driveway.**  
(Note: The cars belong to the **guests**; the driveway belongs  
to all the **Donaldsons**.)

3091

IO  
him  
DO  
fame  
126

The editor gave a better title to my article.  
Fill in the missing words:

S V DO  
editor gave \_\_\_\_\_

127

and  
396

The ceiling was low; all planes were grounded.

After the semicolon, the compound sentence continues with a (*small, capital*) letter.

397

complex

666

In this and the following frames, convert each *compound* sentence into a *complex* sentence by changing the italicized sentence to an adjective clause:

**We parked next to a fireplug, and *nobody had noticed it.***

667

To nag

936

Change the italicized sentence to an infinitive phrase:

*Don't start eating before your host.* **It is bad manners.**

937

The concert  
had no sooner  
tartet (No sooner  
had the concert  
started) than the  
lights went out.

1206

**We got to the corner, and the engine stopped.**

1207

F

1476

*S = Correct Sentence; F = Fragment;  
R-S = Run-on Sentence*

**You can't run away from a problem, it has a way of trailing you. \_\_\_\_\_**

1477

The cashier told  
the clerk  
(or said to  
the clerk),  
"You have made  
a mistake."

1746

Clear up the meaning of this sentence by substituting a noun for the ambiguous pronoun:

If the lids won't fit the jars, throw *them* out.

If the lids won't fit the jars, \_\_\_\_\_

1747

have

In interrogative sentences, too, the verb (or part of the verb) usually precedes the subject, and we must look ahead to see whether a singular or a plural subject is coming.

a. Where . . . your father? How . . . your father?

b. Where . . . your parents? How . . . your parents?

Which sentences require the plural verb **are**? \_\_\_\_\_

2015

2016

had drilled

Underline the correct verb:

I'm certain Frank **would not have bought** the car if he (*would have known, had known*) the reputation of the dealer.

2284

2285

b

Sue wrote Bob more often than (she wrote) *me*.

The objective pronoun *me* is the direct object of the omitted verb \_\_\_\_\_

2553

2554

Yes

Insert the necessary comma:

There are long dreary stretches of desert in the West.

2822

2823

guests'  
Donaldsons'

Today's paper tells about these boys' experience in Sunday's blizzard.

(Note: Look for three possessive nouns.)

3091

3092



	<p>The editor gave my article a better title.</p> <p>Fill in the missing words:</p> <table><tr><td>S</td><td>V</td><td>IO</td><td>DO</td></tr><tr><td>editor</td><td>gave</td><td>_____</td><td>_____</td></tr></table>	S	V	IO	DO	editor	gave	_____	_____	
S	V	IO	DO							
editor	gave	_____	_____							
DO title  127		128								
small  397	<p>The committee discussed the problem, <i>but</i> they reached no conclusions.</p> <p>The committee discussed the problem; they reached no conclusions.</p> <p>The semicolon replaces the conjunction _____.</p>	398								
We parked next to a fireplug, which (that) nobody had noticed. 667	<p>Mr. Berg equipped the playground, and <i>he is very fond of children.</i> (Be sure to put the clause after the word it modifies.)</p> <p>_____</p> <p>_____</p>	668								
To start eating before your host is bad manners. 937	<p>A sentence with an infinitive phrase as subject may sound stiff and formal. We can move the phrase to the end of the sentence, putting an introductory <i>It</i> in its place.</p> <p>a. <i>To change one's mind is no crime.</i> b. <i>It is no crime to change one's mind.</i></p> <p>Which sentence sounds more informal? _____</p>	938								
No sooner had we got to the corner than the engine stopped. 1207	<p>When I reached the dentist's office, my tooth stopped aching.</p> <p>_____</p> <p>_____</p>	1208								
R-S  1477	<p><i>S = Correct Sentence; F = Fragment; R-S = Run-on Sentence</i></p> <p>We hunted for night crawlers, using our pocket flashlights.</p> <p>_____</p>	1478								

page 255

throw the lids  
(the jars) out

1747

Clear up the meaning of this sentence by substituting a noun for the ambiguous pronoun:

When Fred saw Bruce, *he* was in uniform. \_\_\_\_\_

1748

b

Underline the correct verb:

How much (*is, are*) the tickets?

2016

2017

had known

Supply the proper tense of the verb **see**:

You too would have bought the dress if you \_\_\_\_\_  
\_\_\_\_\_ it.

2285

2286

wrote

- a. Sue wrote Bob more often than *I*.
- b. Sue wrote Bob more often than *me*.

Which sentence means that Sue wrote Bob more often than you wrote Bob? \_\_\_\_\_

2554

2555

long, dreary

Insert the necessary comma:

Their smiling friendly faces gave me confidence.

2823

2824

Today's  
boys'  
Sunday's

Ladies fashions change more frequently than mens.

3092

3093

IO  
article  
DO  
title  
128

## Lesson 4 The Sentence Pattern Built on Linking Verbs

[Forms 130-170]

but The deadline was rapidly approaching; we worked furiously to meet it.

In this sentence, the semicolon replaces the conjunction

398

399

Mr. Berg, who is very fond of children, equipped the playground.  
668

Mrs. Doty owned a canary, and *she was very much attached to it.* (Try to *which*.)

669

b

*To beat a dead horse* **does no good.**

Rewrite this sentence, moving the infinitive phrase to the end of the sentence and putting an introductory *It* in its place.

938

939

No sooner had I reached the dentist's office than my tooth stopped aching.  
1208

**We raised the price, and our sales dropped.**

1209

S

*S, F, or R-S?*

Never paying the least attention to how he dressed or what people thought of him. \_\_\_\_\_

1478

1479

Bruce (or Fred)

Clear up the meaning of this sentence by substituting a noun for the ambiguous pronoun:

**If there are any misspelled words in your themes, copy them correctly.**

**If there are any misspelled words in your themes, \_\_\_\_\_**

1748

1749

are

Underline the correct verb:

*(Has, Have) there been any complaints about the service?*

2017

2018

had seen

The future perfect tense is formed by combining **will have** or **shall have** with the past participle of a verb.

a. **will save**      b. **had saved**      c. **will have saved**

Which verb is in the future perfect tense? \_\_\_\_\_

2286

2287

a

**Sue wrote Bob more often than *I* (wrote Bob).**

The nominative pronoun *I* is the subject of the omitted verb \_\_\_\_\_.

2555

2556

smiling, friendly

Do not put a comma after the last adjective in a series of adjectives. Put commas only *between* the adjectives, just as you do in any other series.

**Irish terriers are friendly, intelligent, and obedient dogs.**

Should a comma be inserted after the adjective **obedient**?  
(Yes, No)

2824

2825

Ladies'  
men's

## Lesson 86 Apostrophes for Contractions and Special Plurals

3093

[Frames 3095-3129]

Suppose that you wish to point out that your friend Henry is happy. You would not be likely to say—

**Happy Henry**  
**Henry happy**

Is either of these pairs of words a sentence? (*Yes, No*)

130

and I could see them; they couldn't see me.  
In this sentence, the semicolon replaces the conjunction

399

400

Mrs. Doty  
owned a canary  
to which she  
was very much  
attached.

669

**I have a friend, and *his father is an inventor.***

670

It does no  
good to beat  
a dead horse.

939

In this and the following frames, eliminate the **and** by changing the italicized statement to an infinitive phrase:

**I have a job, and *I must finish it before dinner.***

940

No sooner had  
we raised the  
price than our  
sales dropped.

1209

2. The "not only . . . but also" device:

- a. **Wilma cooked the dinner and washed the dishes.**  
b. ***Not only did Wilma cook the dinner, but she also washed the dishes.***

Which sentence is more forceful in emphasizing how much work Wilma did? \_\_\_\_\_

1210

F

*S, F, or R-S?*

**The only one in our family who plays a musical instrument.**

1479

1480



copy the words  
(or themes)  
correctly.

1749

Rewrite each sentence so that the italicized pronoun can mean only the underlined word. Do not merely substitute nouns for pronouns. (Count any answer correct if the antecedent of the pronoun is entirely clear.)

If the blouse doesn't match the skirt, you can return *it*.

1750

Have

2018

The nouns **kind**, **sort**, and **type** are singular and require singular verbs.

**The other kind of cookies *is* easier to make.**

We use the singular verb *is* because the subject in the above sentence is (*kind, cookies*).

2019

c (will have saved)

2287

Use the future perfect tense for an action that *will have been completed* at a specified future time.

**By tomorrow night, this car *will have traveled* one hundred thousand miles.**

What is the specified future time at which the action will have been completed? \_\_\_\_\_

2288

wrote

2556

Underline the correct pronoun:

**Sandy is jealous because Dad praises Boyd more than (*he, him*).**

2557

No

2825

Insert the necessary commas:

**The company needs an honest reliable and experienced salesman with a thorough understanding of cars and people.**

2826

As a short cut, we frequently run two separate words together by omitting one or more letters; for example, **we've** (*we have*), **doesn't** (*does not*).

These two-in-one words are called **contractions**.

**Let's** is a contraction of the two words \_\_\_\_\_

3095

No

- a. Happy Henry
- b. Henry happy
- c. Henry is happy.

Which one of these groups of words is a sentence? \_\_\_\_\_

130

131

but

The bottle should be tightly closed; the perfume will evaporate.

In this sentence, the semicolon replaces the conjunction

400

401

I have a friend  
whose father is  
an inventor.

**Some friends arrived suddenly, and *we were not expecting them.*** (Be sure to put the clause after the word it modifies.)

670

671

I have a job  
to finish  
before dinner.

**We sent out cards, and *these reminded members of the meeting.***

940

941

b

- a. *Not only* did Wilma cook the dinner, *but she also washed the dishes.*
- b. Wilma *not only* cooked the dinner, *but she also washed the dishes.*

In which sentence is the subject **Wilma** put between two parts of the verb? \_\_\_\_\_

1210

1211

F

*S, F, or R-S?*

I cleaned and adjusted all the spark plugs, then I replaced them in the motor.

1480

1481

You can return  
the blouse (the skirt)  
if it doesn't match  
the skirt (the blouse).

1750

Whenever Miss Ross talks to Sally, *she* seems embarrassed.

(Note: *She* will become *her* in your revised sentence.)

1751

kind

Underline the correct verb:

The newer type of automatic machines (*washes, wash*) the clothes faster.

2019

2020

(By) tomorrow  
night

a. When Mother unwraps the gift, *she will have discovered* who sent it.

b. After I buy gas, I *shall have spent* my last cent.

In which sentence is the future perfect tense correctly used because the action will have been completed at a specified future time? \_\_\_\_\_

2288

2289

him

Underline the correct pronoun:

Since Jack always feeds the dog, it obeys him better than (*me, I*).

2557

2558

honest, reliable(,)

Sometimes an adjective is used so commonly with a noun that we think of it as part of the noun—for example, *old man, little boy, gold watch, fresh air, wild animal*.

a. gold watch                      fur coat                      brick house

b. expensive watch              worn-out coat              comfortable house

We think of the adjectives as part of the nouns after (a, b).

2826

2827

Let us

Put an apostrophe in place of the omitted letter or letters in a contraction.

a. it ~~is~~ = it's

d. we ~~will~~ = we'll

b. who ~~is~~ = who's

e. I ~~have~~ = I've

c. I ~~would~~ = I'd

f. you ~~are~~ = you're

In which of the above contractions does the apostrophe take the place of the largest number of letters? \_\_\_\_\_

3095

3096

- a. Henry happy  
b. Henry is happy.

c

The adjective **happy** by itself cannot make a statement about **Henry**.

We change *a* to a sentence by adding the verb \_\_\_\_\_.

131

132

A semicolon can also take the place of **because**, which is not a regular conjunction such as **and**, **but**, or **or**.

or

- a. Doris had made up her mind; nothing could change it.  
b. Virginia didn't vote; she couldn't make up her mind.

In which sentence does the semicolon take the place of *because*? \_\_\_\_\_

401

402

Some friends  
whom (that) we  
were not  
expecting  
arrived  
suddenly.

671

The teacher asked a question, and *nobody could answer it*.

\_\_\_\_\_

\_\_\_\_\_

672

We sent out  
cards to remind  
members of the  
meeting.

941

The city issued a request, and *it was to refrain from wasting water*.

\_\_\_\_\_

\_\_\_\_\_

942

The food was expensive and poor.

Supply the missing words to complete the "not only . . . but also" device:

a

Not only \_\_\_\_\_,

but \_\_\_\_\_.

1211

1212

(Some variation in the wording is allowable.)

*S, F, or R-S?*

R-S

While he was looking for his lost nickel, Harvey found a quarter. \_\_\_\_\_

1481

1482

Sally seems  
embarrassed  
whenever Miss  
Ross talks  
to her.  
1751

When Fred saw Bruce, he was in uniform.

(Note: He will become *him* in your revised sentence.)

1752

washes

Because the nouns **kind**, **sort**, and **type** are singular, use the singular adjectives **this** and **that** (not the plural adjectives **these** and **those**) to point them out.

- a. This kind of berries is better for shipping.  
b. These kind of berries are better for shipping.

2020

Which sentence is correct—*a* or *b*? \_\_\_\_\_

2021

b

Underline the correct verb:

**By next week, I (*shall save, shall have saved*) enough money for a vacation.**

2289

2290

me

#### PRONOUNS AS APPOSITIVES

Pronouns are frequently used as appositives; that is, they are set after nouns to explain more precisely to whom the nouns refer.

Underline the pronoun used as an appositive:

**Both players, Greg and he, were penalized.**

2558

2559

a

Do not use a comma between two adjectives when you think of the second adjective as part of the noun it modifies.

**The moose is a ferocious wild animal.**

We do not use a comma between the adjectives *ferocious* and *wild* because we think of the adjective *wild* as part of the noun \_\_\_\_\_.

2827

2828

c or I'd

The adverb **not**, shortened to **n't**, is part of many contractions.

isn't	don't	hasn't	couldn't
aren't	doesn't	wasn't	shouldn't

The apostrophe always comes between the **n** and the **t** because it takes the place of the missing letter \_\_\_\_\_

3096

3097



	Henry happy Henry is happy.	
is	The verb <b>is</b> helps to turn the adjective <b>happy</b> into a state-	
132	ment about the subject _____.	133

	a. The child fell asleep; he was tired out from playing. b. We listened very carefully; we could hear nothing.	
b	In which sentence does the semicolon take the place of	
402	<i>because?</i> _____	403

The teacher asked a question that (which) nobody could answer.	Roxanne made a rude remark, and <i>there was no excuse for it.</i> (Try for <i>which</i> .)	
672	_____	673
	_____	

The city issued a request to refrain from wasting water.	We are planning a pageant, and <i>it will dramatize the history of our town.</i>	
942	_____	943
	_____	

(Not only) was the food expensive, (but) it was also poor.	The food was expensive and poor.	
1212	This sentence can be changed to the "not only . . . but also" arrangement in still another way. Supply the missing words:	
	The food _____	
	but _____ poor.	1213

S	S, F, or R-S?	
1482	The dodo, a large, clumsy bird that was unable to fly. _____	1483

Bruce was in uniform when Fred saw him.

1752

My uncle heard Heifetz play when *he* was a child.

1753

a

Underline the correct words:

(*This, These*) **sort** (*is, are*) much harder to grow.

2021

2022

shall have saved

2290

In this and the following frames, underline the verb whose tense expresses the time relationship in the sentence more accurately:

**Lincoln felt that his speech at Gettysburg (*had been, was*) a failure.**

2291

he

When you use a pair of pronouns (or a noun and a pronoun) as appositives after a noun, use the same pronouns that you would use if you omitted the noun they explain.

Underline the correct pronoun:

~~Two girls~~, Diane and (*she, her*), made all the posters.

2559

2560

animal

2828

- a. All of us respected this dignified old man.  
b. All of us respected this dignified elderly man.

In which sentence would you insert a comma after the adjective **dignified**? \_\_\_\_\_

2829

o

- a. is'nt      does'nt      was'nt      should'nt  
b. isn't      doesn't      wasn't      shouldn't

The apostrophes are correctly placed in group (*a, b*).

3097

3098

Henry

a. Henry washed the car.

b. Henry is happy.

Which sentence does *not* contain an *action* verb? \_\_\_\_\_

133

134

- a. Few people attended the game because of the bad weather.  
b. Frank didn't worry because he was well-prepared for the test.

a

In which sentence could a semicolon take the place of *because*? \_\_\_\_\_

403

404

Roxanne made a rude remark for which there was no excuse.

My sister works for Dr. Mack, and *his office is downtown*.

673

674

We are planning a pageant to dramatize the history of our town.  
943

## Lesson 25 Subordination by Appositives

[Frames 945-984]

(The food) was not only expensive (but) also poor.

a. The food was *not only expensive but also poor*.

b. The food was *not only expensive but poor*.

Both sentences are correct.

In which sentence do we omit the word *also* from our device?

1213

1214

*S, F, or R-S?*

F

We had been eating sweets, therefore we had no appetite for dinner. \_\_\_\_\_

1483

1484

When Heifetz  
was a child, my  
uncle heard him  
play.

1753

If you use high-grade oil in your motor, it will last longer.

---

---

1754

This, is

2022

Underline the correct words:

(*That, Those*) **type** (*seems, seem*) **sturdier to me.**

2023

had been

2291

**The fire inspector eventually found the short circuit that**  
(*had caused, caused*) **the fire.**

2292

she

2560

Underline the correct pronoun:

**All the posters were made by ~~two girls~~, Diane and (*she, her*).**

2561

b

2829

In this and the following frames, insert the necessary  
commas. If no commas are required, write *None*.

**The child's blond hair blue eyes and pink cheeks make her  
an artist's dream.**

2830

b

3098

Insert the needed apostrophes:

**It wouldnt burn because it wasnt dry enough.**

3099

Henry is happy.

The verb **is** does not show action—like *washed* or *fixed*. What does it do?

b

The verb **is** ties up or *links* the adjective **happy** with the subject \_\_\_\_\_, which it *describes*.

134

135

We can combine two simple sentences into a compound sentence by using either a conjunction or a \_\_\_\_\_.

b

404

405

My sister works for Dr. Mack, whose office is downtown.

674

a. **The man who owns the lot lives across the street.**

b. **The man who lives across the street owns the lot.**

Which of the above sentences emphasizes where the man lives—*a* or *b*? \_\_\_\_\_

675

**Joseph Priestley discovered oxygen.**

Because most people might not know who **Joseph Priestley** was, it would be well to add an explanation.

**Joseph Priestley, an English minister, discovered oxygen.**

The noun *minister* explains the noun \_\_\_\_\_

945

Put each sentence into the "not only . . . but also" arrangement, omitting the *also* if you wish. Count your answer right so long as the words *not only* and *but* are present.

b

**Steve is a good student and a good athlete.**

1214

1215

*S, F, or R-S?*

R-S

**Many settlers headed back to the East, discouraged by all the hardships of pioneer life. \_\_\_\_\_**

1484

1485



Your motor will  
last longer if  
you use high-  
grade oil in it.

1754

Mom doesn't like Diane to practice when *she* is tired.

---

---

1755

That, seems

2023

A noun that means a group or collection of persons or animals is called a **collective noun**.

- a. member, child, student, chairman, goat
- b. team, family, class, audience, flock

Which group of words consists of collective nouns? \_\_\_\_\_

2024

had caused

2292

Mr. Dawson wrote an angry letter and then (*tore, had torn*) it up.

2293

her

2561

Underline the correct pronouns:

The article mentioned only two players, (*he, him*) and (*I, me*).

2562

hair, eyes(,)

2830

Bob and Leslie came to the test without paper or pens or pencils.

2831

wouldn't  
wasn't

3099

When you write contractions, don't change any letters in the original words. (The contractions *won't* for *will not* and *can't* for *cannot* are the exceptions.) Merely substitute an apostrophe for the letter or letters you omit.

The contraction for **does not** is (*doesn't, dosen't*).

3100

<p>Henry</p> <p>135</p>	<p><u>Henry</u> was the chairman.</p> <p>In this sentence, the verb <b>was</b> ties up or <i>links</i> the noun _____ with the subject <b>Henry</b>, which it <i>identifies</i>.</p> <p>136</p>
<p>semicolon</p> <p>405</p>	<p>When might we use a semicolon in preference to a conjunction? If there are too many <i>and</i>'s in a sentence, we may get rid of one by substituting a semicolon.</p> <p><b>The patient asked for steak and potatoes, and the doctors and nurses were astonished.</b></p> <p>How many <b>and</b>'s are there in this sentence? _____</p> <p>406</p>
<p>a</p> <p>675</p>	<p><b>Ron's mother, who bandaged my arm, is a graduate nurse.</b></p> <p>Rewrite this sentence so as to emphasize the fact that Ron's mother <i>bandaged my arm</i> and to subordinate the fact that she is a <i>graduate nurse</i>.</p> <p>_____</p> <p>_____</p> <p>676</p>
<p>Joseph Priestley</p> <p>945</p>	<p>A noun or pronoun—often with modifiers—that is set after another noun or pronoun to explain it is called an <b>appositive</b>.</p> <p><b>Joseph Priestley, an English <u>minister</u>, discovered oxygen.</b></p> <p>The appositive is the noun _____</p> <p>946</p>
<p>Steve is not only a good student but (also) a good athlete. or Not only is he . . . but (also) . . .</p> <p>1215</p>	<p>Continue to follow the directions for the previous frame:</p> <p><b>The article misspelled my name and gave a wrong age.</b></p> <p>_____</p> <p>_____</p> <p>1216</p>
<p>S</p> <p>1485</p>	<p>One of the following items is <i>not</i> correct:</p> <p>a. Some drugs quicken the heartbeat, others slow it down. b. Some drugs quicken the heartbeat; others slow it down. c. Some drugs quicken the heartbeat, and others slow it down.</p> <p>The run-on sentence is _____.</p> <p>1486</p>

When Mom is  
tired, she  
doesn't like  
Diane to  
practice.  
1755

Vern couldn't notify Earl because *he* has no telephone.

(Note: Use an adjective clause beginning with *who*.)

1756

A collective noun takes a singular verb when the group acts together *as a single unit*; a plural verb when the members of the group act *individually*.

b

a. The class *is* now in the library.

b. The class *are* giving their talks on famous inventors.

2024

We think of the class *as a single unit* in sentence (a, b).

2025

tore

Fortunately, Mr. Dawson **tore up** the angry letter that he (*wrote, had written*).

2293

2294

him, me

To decide between **we** and **us** in expressions like "*we* (or *us*) fellows" or "*we* (or *us*) girls," omit the appositive *fellows* or *girls*, and you will see instantly which pronoun is right.

Underline the correct pronoun:

(We, Us) ~~boys~~ can get our own lunch.

2562

2563

None

Mr. Kress plopped into a chair pulled out a handkerchief and mopped his brow.

2831

2832

doesn't

The contraction for **are not** is (*aren't, arn't*).

3100

3101

Henry is happy.

Henry was the chairman.

chairman

A verb like **is** or **was** is called a **linking verb** because it *links* a noun, pronoun, or adjective that follows it with the \_\_\_\_\_ of the sentence.

136

137

three

The patient asked for steak and potatoes, and the doctors and nurses were astonished.

To get rid of one of the three **and**'s, we can substitute a semicolon for the **and** which follows the word \_\_\_\_\_.

406

407

Ron's mother, who is a graduate nurse, bandaged my arm.

676

## Lesson 18 A Final Attack on And

[Frames 676-702]

minister

Harold won the first prize, a trip to Washington.

The noun *trip* explains the noun \_\_\_\_\_.

946

947

The article not only misspelled my name but (also) gave a wrong age.

1216

Insulation saves fuel and keeps a house more comfortable.

1217

### UNIT 7: THE SMOOTH-RUNNING SENTENCE

a

## Lesson 41 Placing Modifiers Sensibly

[Frames 1488-1526]

1486

Vern couldn't  
notify Earl, who  
has no  
telephone.

1756

Mr. Brock said to Dad that *he* needed more insurance.

1757

a

- a. The class *is* now in the library.
- b. The class *are* giving their talks on famous inventors.

We think of the members of the class as acting *individually*  
in sentence (a, b).

2025

2026

had written

Loren would probably have driven more carefully if Peggy  
(*would have, had*) suggested it.

2294

2295

We

Underline the correct pronoun:

The lady asked (*we, us*) fellows to push her car.

2563

2564

chair,  
handkerchief(,)

It was a gray cold cheerless morning in February.

2832

2833

aren't

The contraction for **were not** is (*weren't, were'nt*).

3101

3102



**Be** is by far the most common *linking verb*. Be sure that you can recognize its various forms.

FORMS OF *BE*: is, am, are—was, were, been

subject

The crops . . . good.

Which two forms of *be* could be used to link **good** with **crops** in the above sentence? \_\_\_\_\_

137

138

The weather was hot and sticky, and the boys and girls were listless.

potatoes

To get rid of one of the three **and**'s, we can substitute a semicolon for the **and** which follows the word \_\_\_\_\_

407

408

*And* is a good word to use when you wish merely to *add* one idea to another equal idea.

- a. I recognized Joe, and he recognized me.
- b. I recognized Joe, and I hadn't seen him for years.

In which sentence is **and** more appropriate—a or b? \_\_\_\_\_

678

Harold won the first prize, a trip to Washington.

prize

The appositive is the noun \_\_\_\_\_

947

948

Insulation not only saves fuel but (also) keeps a house more comfortable.

1217

Franklin was a great statesman and a distinguished scientist.

\_\_\_\_\_  
\_\_\_\_\_

1218

The meaning of a sentence often depends on where we place adverbs such as *only, just, merely, almost, nearly, and even*.

- a. Steve *only* glanced at the advertisements.
- b. Steve glanced *only* at the advertisements.

Which sentence means that Steve did not read the advertisements thoroughly? \_\_\_\_\_

1488

FORMS OF *BE*: is, am, are—was, were, been

I . . . the first speaker.

(any two)  
are, were,  
have been,  
had been

Which two forms of *be* could be used to link **speaker** with **I** in the above sentence? \_\_\_\_\_

138

139

The gold and the silver finally gave out, and many miners settled down and became farmers.

sticky

To get rid of one of the three **and**'s, we can substitute a semicolon for the **and** which follows the word \_\_\_\_\_

408

409

- a. I recognized Joe, *and* I hadn't seen him for years.  
b. I recognized Joe *although* I hadn't seen him for years.

a

Which word brings the two facts into closer relationship—*and* or *although*? \_\_\_\_\_

678

679

Both parties, the Republicans and the Democrats, favored the bill.

trip

This sentence contains \_\_\_\_\_ appositives. (How many?)

948

949

Franklin was  
not only a great  
statesman but  
(also) a  
distinguished  
scientist.

Ellen wrote the words and composed the music.

1218

1219

- a. Steve *only* glanced at the advertisements.  
b. Steve glanced *only* at the advertisements.

a

Which sentence means that Steve paid no attention to the news articles or editorials? \_\_\_\_\_

1488

1489

When the same form of a word fits in two places in a sentence, we may avoid repetition by using it only once and taking it for granted in the other position.

**You have four and I have three.**

May we omit the second *have*? (Yes, No)

1759

- a. is  
b. are

Underline the correct verb in each sentence:

- a. **The team (*has, have*) not yet worn their new uniforms.**  
b. **The team (*has, have*) won every game this season.**

2027

2028

had urged

**By the time my sister Dorothy is ready for college, she (*will save, will have saved*) a thousand dollars.**

2296

2297

us, we

- a. ... girls can meet at my house.  
b. All of ... girls can meet at my house.

In which sentence would the objective pronoun **us** be correct? \_\_\_\_\_

2565

2566

None

**Heavy drapes rugs and overstuffed furniture are giving way to simpler streamlined furnishings.**

(*Note: This sentence requires two commas with a third comma optional.*)

2834

2835

doesn't, isn't

Write in the contractions for the italicized words:

**Edward *did not* (\_\_\_\_\_) come because he *was not* (\_\_\_\_\_) invited.**

3103

3104

(any two)  
am, was,  
had been

139

We have seen that some *action verbs* make complete statements about their subjects and that others do not.

a. The engine started.

b. The engine uses . . .

In which sentence does the action verb make a complete statement? \_\_\_\_\_ 140

out

409

If you have a good ear for the sound of sentences, you have noticed that a semicolon produces a quicker, brisker rhythm than a conjunction.

a. **You need your church, and your church needs you.**

b. **You need your church; your church needs you.**

Which sentence is more brisk and forceful? \_\_\_\_\_

410

although

679

a. **Her mother wasn't home. Mona started the dinner.**

b. **Mona started the dinner. Her mother finished it.**

Which pair of sentences would it be better to combine by **and** to form a compound sentence—*a* or *b*? \_\_\_\_\_

680

two

949

**Both parties, the Republicans and the Democrats, favored the bill.**

The two appositives are the words \_\_\_\_\_  
and \_\_\_\_\_.

950

Ellen not only  
wrote the words  
but (also)  
composed the  
music.  
1219

3. The "the more . . . the more" or "the more . . . the less" device:

*The more you eat, the more you want.*

Does this sentence have any connecting word between the two word groups? (*Yes, No*) \_\_\_\_\_

1220

b

1489

a. **Tom's Shop *just* repairs radios.**

b. **Tom's Shop *repairs just* radios.**

Which sentence means that the shop repairs radios but not other appliances? \_\_\_\_\_

1490

<p>Yes</p> <p>1759</p>	<p>a. You <i>have</i> four and I . . . three. b. You <i>have</i> four and he . . . three.</p> <p>In which sentence would the verb <i>have</i> not fit in the blank space? _____</p> <p>1760</p>
<p>a. have b. has</p> <p>2028</p>	<p>It is sometimes difficult to decide whether a group is acting as a single unit or as individuals. Whatever you decide, be sure to keep your pronoun consistent with the verb.</p> <p>a. The class <b>was</b> (<i>singular</i>) ready for <b>their</b> (<i>plural</i>) test. b. The class <b>was</b> (<i>singular</i>) ready for <b>its</b> (<i>singular</i>) test.</p> <p>The pronoun is consistent with the verb in sentence (a, b).</p> <p>2029</p>
<p>will have saved</p> <p>2297</p>	<p>After I sell two more tickets, I (<i>shall sell, shall have sold</i>) my quota for the game.</p> <p>2298</p>
<p>b</p> <p>2566</p>	<p>A very common error is the expression "Let's you and I . . .," which should be "Let's you and <i>me</i> . . ."</p> <p><i>Let's</i> is a contraction of <i>Let us</i>. Since <i>us</i> is the object of the verb <i>Let</i>, the pronouns that explain whom we mean by the objective pronoun <i>us</i> should also be in the (<i>nominative, objective</i>) case.</p> <p>2567</p>
<p>drapes, rugs(.) simpler,</p> <p>2835</p>	<p>After we planted the corn potatoes and cabbages we had little room for anything else.</p> <p>2836</p>
<p>didn't, wasn't</p> <p>3104</p>	<p>Write in the contractions for the italicized words:</p> <p><i>Let us</i> (_____) <b>see</b> if <i>they will</i> (_____) <b>help us</b>.</p> <p>3105</p>



	However, a linking verb cannot by itself make a complete statement about its subject.	
a	Since the purpose of a <i>link</i> is to connect two things, a <i>linking verb</i> must be followed by a complement that it can link with the _____ of the sentence.	
140		141
b	a. You can sell your home; you can't sell rent receipts. b. You can sell your home, but you can't sell rent receipts. Which sentence is more brisk and forceful? _____	
410		411
b	<b>Mona started the dinner, and her mother finished it.</b> This is a good compound sentence because the <b>and</b> connects two <i>similar</i> ideas of ( <i>equal, unequal</i> ) importance.	
680		681
Republicans Democrats	An appositive generally comes ( <i>before, after</i> ) the noun or pronoun it explains.	
950		951
No	This sentence device is useful to show that as one thing increases or decreases, something else increases or decreases. <b><i>The more you eat, the more you want.</i></b> As your eating increases, your wanting ( <i>increases, decreases</i> ).	
1220		1221
b	a. Tom's Shop <i>just</i> repairs radios. b. Tom's Shop repairs <i>just</i> radios. Which sentence means that the shop repairs radios but does not sell them? _____	
1490		1491

WRONG: **You** *have* four and he three.

b

This sentence is wrong because with **You** we use *have*, but with **he** we need (*have*, *has*).

1760

1761

Underline the correct words:

b

**The audience** (*was*, *were*) **rattling their programs.**

(Does the audience as a single unit rattle a single program?)

2029

2030

shall have sold

## Lesson 64 Using Active Verbs for Directness

[Frames 2300-2334]

2298

objective

For the same reason that we say "Let *me*," we should also say, "Let's you and (*I*, *me*)."

2567

2568

corn, potatoes(,) cabbages,

**Mr. Jayne has an anecdote to prove or disprove almost any political economic or educational theory.**

(*Note:* This sentence requires one comma with a second comma optional.)

2836

2837

Let's, they'll

Do not confuse contractions with possessive pronouns which are pronounced the same.

CONTRACTIONS:            **it's**    **you're**    **they're**    **who's**  
POSSESSIVE PRONOUNS: **its**    **your**    **their**    **whose**

To show ownership you would choose one of the above words (*with*, *without*) an apostrophe.

3105

3106

		<b>The paint was . . . (What?)</b>	
	subject	Was the paint wet, dry, or sticky?	
	141	Until we add a word that the linking verb <b>was</b> can connect with the subject, the meaning of the sentence is ( <i>complete, incomplete</i> ).	142
	a	a. Clyde sat right in front of me, and we soon became close friends. b. The brakes failed, and the car crashed into the truck.	
	411	In which sentence is the action more exciting? _____	412
	equal	<b>Her mother wasn't home. Mona started the dinner.</b> Here the first sentence explains <i>why</i> about the second sentence. Which word would bring out this relationship more clearly— <i>and</i> (before <b>Mona</b> ) or <i>because</i> (before <b>Her</b> )? _____	682
	681		
	after	<b>Our principal, Mr. Rayfield, attends every game.</b> <b>Mr. Rayfield, our principal, attends every game.</b> Is the appositive the same in both sentences? ( <i>Yes, No</i> )	
	951		952
	increases	<b>The more one learns, the less positive one becomes.</b> This means that as one's learning increases, one's positive-ness ( <i>increases, decreases</i> ).	
	1221		1222
	a	Wherever misunderstanding might occur, place the adverb <i>only, just, merely, almost, nearly, or even</i> as near as possible to the word it modifies and generally before it. <b>We (a) wash (b) the towels.</b> To mean that you wash the towels, but not the sheets or pillowcases, put the word <i>only</i> in space (a, b).	
	1491		1492
		page 283	

has	<p>a. <b>You have four and he three.</b>  b. <b>You have four and I three.</b></p> <p>Which sentence is correct? _____</p>	1761	1762
were	<p>Weights, measurements, periods of time, and amounts of money generally take singular verbs because they are thought of as single quantities rather than separate units. <b>Fifty feet of hose is enough. Ten dollars seems a fair price.</b> Although the subjects of these sentences are plural in form, they take (<i>singular, plural</i>) verbs.</p>	2030	2031
	<p>a. <b>The catcher dropped the ball.</b>  b. <b>The ball was dropped by the catcher.</b></p> <p>In one sentence, the subject of the verb performs an action; in the other, the subject is acted upon.</p> <p>The subject performs an action in sentence (<i>a, b</i>).</p>		2300
me	<p>Underline the correct pronoun:</p> <p><b>Let's you and (<i>me, I</i>) exchange letters.</b></p>	2568	2569
political, economic(,)	<p><b>A neat little girl with curly red hair was bouncing a big rubber ball on the sidewalk.</b></p>	2837	2838
without	<p>a. <b>it's</b>      <b>you're</b>      <b>they're</b>      <b>who's</b>  b. <b>its</b>      <b>your</b>      <b>their</b>      <b>whose</b></p> <p>From which group would you choose your word if you could put two words in its place? _____</p>	3106	3107





	<p>a. Sue <i>goes</i> to high school, and he . . . to college.  b. Sue <i>goes</i> to high school, and I . . . to college.</p>	
b	In which sentence do we not need to repeat the verb <i>goes</i> because the same form would fit in the blank space? _____	1763
1762		
	<p>a. Five minutes is enough time for my announcement.  b. Four yards of material are enough for a dress.</p>	
singular	In which sentence is the verb correct? _____	2032
2031		
	<p>A verb is said to be <b>active</b> when its subject performs an action.</p> <p>a. The <b>catcher</b> <i>dropped</i> the ball.  b. The <b>ball</b> <i>was dropped</i> by the catcher.</p>	
a	In which sentence is the verb <i>active</i> because its subject performs an action? _____	2301
2300		
	<p>POSSESSIVE PRONOUNS BEFORE GERUNDS</p> <p>A gerund, as you have learned, is a special kind of noun that is formed by adding <i>-ing</i> to a verb.</p> <p>I <b>enjoy</b> all <i>sports</i>, but I like <i>skiing</i> best.</p>	
me	Which of the two italicized words is a gerund? _____	2570
2569		
	<p>Because it was the day before Thanksgiving planes trains and buses were filled to capacity.</p>	
None		2839
2838		
	<p>a. . . . lunch is ready.  b. . . . making a mistake.</p>	
a	The contraction <b>You're</b> would be correct in sentence (a, b).	3108
3107		

Now instead of using an adjective to complete our sentence, we shall use a noun as our complement.

paint

**Fred was . . . (What?)**

**Fred was the driver.**

The complement **driver** completes the meaning of the sentence and identifies the subject \_\_\_\_\_.

143

144

a. The strike was called, and five thousand men laid down their tools.

b

b. The game was very slow, and many fans left the stadium.

In which sentence would the use of a semicolon reinforce the excitement of the action? \_\_\_\_\_

413

414

*And* is objectionable only when it steals the job of words such as **who**, **which**, **as**, **when**, **because**, and **although**, which show exactly *how* two ideas are related to each other.

b

a. The water boils *and* the kettle whistles.

b. *As soon as* the water boils, the kettle whistles.

Which of the above sentences gives more specific information—*a* or *b*? \_\_\_\_\_

683

684

phrase

**Alfred Nobel, the *chemist* who invented dynamite, established the Nobel prizes.**

The appositive *chemist* is modified by a (*phrase, clause*).

953

954

In this and the following frames, put each sentence into "the more . . . the more" or "the more . . . the less" arrangement:

a

**As he earns more, he spends more.**

1223

1224

a

**Vic can (a) play (b) any instrument.**

To mean that Vic can play many instruments, put *almost* in space (*a, b*).

1493

1494

WRONG: Sue *goes* to high school, and I to college.

- a This sentence is wrong because with Sue we use *goes*, but with I we need \_\_\_\_\_.

1763

1764

One dollar seems too much to pay for this cake.

- a If you changed One dollar to Three dollars, would you need to change the verb *seems*? (Yes, No)

2032

2033

- a. The catcher *dropped* the ball.  
b. The ball *was dropped* by the catcher.

- a In which sentence is the subject of the verb acted upon?

2301

2302

- a. I was surprised at *his* behavior.  
b. I was surprised at *his* offering a tip.

skiing

- In which sentence is the possessive pronoun *his* followed by a gerund? \_\_\_\_\_

2570

2571

Thanksgiving,  
planes, trains(,)

2839

## Lesson 79 Commas for Interrupting Expressions

[Frames 2841-2876]

- b a. I wonder if . . . ready.  
b. Which is . . . house?

The contraction *they're* would be correct in sentence (a, b).

3108

3109

Fred A complement that follows a linking verb and describes or identifies the subject is sometimes called a *predicate nominative*, *predicate adjective*, or *subject complement*. In this text, we shall use the term **subject complement**. It is called a **subject complement** because it *describes* or *identifies* the

144

145

a Don't use a comma without a conjunction to connect sentences. Only a semicolon has the power to hold two sentences together without the help of **and**, **but**, or **or**.

- a. **Bob shook the branches, the apples came tumbling down.**  
b. **Bob shook the branches; the apples came tumbling down.**

414

Which sentence is correctly punctuated? \_\_\_\_\_

415

b You will greatly improve your writing if you use **and** only when you are sure that no *more specific* relationship exists.

- a. **After Steve visited the club, he decided to join.**  
b. **Steve visited the club, and he decided to join.**

684

The relationship between the two facts is clearer in (a, b).

685

clause An appositive with its modifiers forms an **appositive phrase**.

**Pete, their youngest son, has just started college.**

**Pete has just started college.**

954

When we omit the appositive phrase, does a complete sentence remain? (Yes, No)

955

Sometimes a comparative form (-er) of an adjective or an adverb is used in these arrangements.

The more he  
earns, the more  
he spends.

**When you drive faster, you see less.**

1224

1225

b Vic can (a) play (b) any instrument.

1494

To mean that Vic really can't quite play any one instrument, put *almost* in space (a, b).

1495

80   1764	<p><b>I never have <i>eaten</i> and never will <i>eat</i> an oyster.</b></p> <p>Does the same form of the verb <i>eat</i> follow both <b>have</b> and <b>will</b>? (<i>Yes, No</i>)</p>
No  2033	<p>In this and the following frames, underline the correct verb. Remember that a verb ending in <i>s</i> in the present tense is always singular.</p> <p><b>There (<i>is, are</i>) about twenty-four electric light bulbs in the average car of today.</b></p>
b  2302	<p>A verb is said to be <b>passive</b> when its subject is acted upon.</p> <p>a. <b>The catcher <i>dropped</i> the ball.</b> b. <b>The ball <i>was dropped</i> by the catcher.</b></p> <p>In which sentence is the verb <i>passive</i> because its subject is acted upon? _____</p>
b  2571	<p>a. <b>I was surprised at <i>his</i> behavior.</b> b. <b>I was surprised at <i>his</i> offering a tip.</b></p> <p>In which sentence might you sometimes hear the objective pronoun <i>him</i> used instead of the possessive pronoun <i>his</i>? _____</p>
	<p>We often interrupt a sentence to insert an expression that is aside from our main thought. In speech, we keep such expressions in the background by dropping our voice and pausing before and after; in writing, we use commas.</p> <p>Punctuate the interrupting expression:</p> <p><b>The stories <i>on the whole</i> are lacking in originality.</b></p>
a  3109	<p>a. <b>I think . . . boiling.</b> b. <b>I like . . . design.</b></p> <p>The contraction <i>it's</i> would be correct in sentence (<i>a, b</i>).</p>



subject

The **subject complement** brings us to our third sentence pattern:

PATTERN III: *Subject—Linking Verb — Subject Complement*

a. A forest ranger guards our forests.

b. A forest ranger's life is rather lonely.

Which sentence is an example of **Pattern III**? \_\_\_\_\_

145

146

b

a. The weather was raw, and the field was muddy.

b. The weather was raw, the field was muddy.

In which sentence is the comma correctly used? \_\_\_\_\_

415

416

a

By using fewer **and's** and more clause signals such as **which, whose, since, whenever, and although**, you will show the relationship between your ideas (*more, less*) clearly.

685

686

Yes

An appositive is useful for avoiding an "I-forgot-to-tell-you" type of sentence that explains something you have just named in the previous sentence.

**Mr. Cross is the editor.** *He is a friend of my father's.*

The second sentence explains \_\_\_\_\_ in the first sentence.

955

956

**If a car is heavier, it rides more smoothly.**

The faster you drive, the less you see.

\_\_\_\_\_  
\_\_\_\_\_  
(Some variation in the wording is allowable.)

1225

1226

a

Joe (a) earned (b) ten dollars.

To mean that Joe came close to earning this money but that he didn't get the job, put *nearly* in space (a, b).

1495

1496

No                      WRONG: I never have and never will *eat* an oyster.  
 This sentence is wrong because with **will** we use *eat*, but  
 with **have** we need \_\_\_\_\_.

1765

1766

are                      (*Here's, Here are*) the list of contributors.

2034

2035

- a. The catcher *dropped* the ball.  
 b. The ball *was dropped* by the catcher.

b                      In sentence *a*, the performer of the action is shown by the  
 subject.

In sentence *b*, the performer of the action is shown by the  
 prepositional phrase \_\_\_\_\_.

2303

2304

- a. I was surprised at *his* behavior.  
 b. I was surprised at *his* offering a tip.

b                      Since you would never use the objective pronoun *him* be-  
 fore the noun **behavior**, it would likewise seem reasonable  
 not to use *him* before the gerund \_\_\_\_\_.

2572

2573

There are several types of interrupting expressions. Any of  
 them can be omitted without damaging the meaning or  
 completeness of your sentence.

, on the whole,                      Underline and put commas around three words that form  
 an interrupting expression:

**The refreshments by the way were excellent.**

2841

2842

- a                      a. . . . ringing the doorbell?  
 b. . . . ticket is this?

The pronoun **Whose** would be correct in sentence (*a, b*).

3110

3111

Some cameras are very expensive.

b The subject complement that follows the linking verb in this sentence is \_\_\_\_\_.

146

147

- a
- a. The weather was raw, the field was muddy.
  - b. The weather was raw; the field was muddy.

Which sentence is correctly punctuated? \_\_\_\_\_

416

417

- more
- a. This part controls the shutter, *and* it is very delicate.
  - b. This part, *which* controls the shutter, is very delicate.

Which sentence is tighter because it brings the two facts into closer relationship—*a* or *b*? \_\_\_\_\_

686

687

Mr. Cross

**Mr. Cross is the editor. *He is a friend of my father's.***  
**Mr. Cross, *a friend of my father's*, is the editor.**

We changed the italicized sentence to an appositive and put it next to the noun \_\_\_\_\_, which it explains.

956

957

The heavier a car is, the more smoothly it rides.

**As a person gets older, he has more responsibilities.**

1226

1227

a

Joe (a) earned (b) ten dollars.

To mean that Joe earned slightly less than ten dollars, put *nearly* in space (*a*, *b*).

1496

1497

eaten

- a. I never have *eaten* and never will *eat* an oyster.  
b. I never have and never will *eat* an oyster.

Which sentence is correct—*a* or *b*? \_\_\_\_\_

1766

1767

Here's

License statistics show that there (*is, are*) more fishermen than hunters in the United States.

2035

2036

by the catcher

- a. The band *played* a march.  
b. A march *was played* by the band.

Which sentence contains an active verb? \_\_\_\_\_

2304

2305

offering

INFORMAL: I was surprised at *him* offering a tip.

Although an objective pronoun before a gerund is frequently heard in conversation, a possessive pronoun is more appropriate for careful writing and speaking.

Underline the preferred pronoun:

The likelihood of (*them, their*) winning the game is slight.

2573

2574

by the way,

#### PARENTHETICAL EXPRESSIONS

Turn to the following frame, in which you will find some common interrupters known as **parenthetical expressions**. We often add these words and phrases to sentences to make their meaning clearer or more emphatic or to tie them up with the preceding sentences. (*Turn to the next frame.*)

2842

2843

b

In this and the following frames, underline the correct word in each pair. Be sure to choose the contraction whenever you can substitute two words:

(*It's, Its*) trying to escape from (*it's, its*) cage.

3111

3112

expensive	<p>FORMS OF <b>BE</b>: is, am, are—was, were, been</p> <p>Although a form of <b>be</b> can be used by itself as a linking verb, it is often used as a <i>helper</i> with the main verb.</p> <p>a. The <u>leaves are</u> green.      b. The <u>leaves are</u> falling.</p> <p>In which sentence is <b>are</b> used as a helper? _____</p>
147	148
b	<p>If you omit the conjunction from a compound sentence, put a (<i>comma, semicolon</i>) in its place.</p>
417	418
b	<p>Eliminate the <b>and</b> in each sentence by changing the italicized idea to either an adverb or adjective clause, as the meaning requires. Write the full sentence.</p> <p><b>Grandmother has many friends, and they visit her often.</b></p> <p>_____</p> <p>_____</p>
687	688
Mr. Cross	<p>a. Mr. Cross is the editor. <i>He is a friend of my father's.</i></p> <p>b. Mr. Cross, <i>a friend of my father's</i>, is the editor.</p> <p>Which arrangement is better because it puts the explanation of <b>Mr. Cross</b> where it belongs—directly after the noun it explains? _____</p>
957	958
The older a person gets, the more responsibilities he has.	<p><b>You go out farther, and the water gets deeper.</b></p> <p>_____</p> <p>_____</p>
1227	1228
b	<p><b>The man paid the bill with a worthless check.</b></p> <p><b>The man paid the bill with a check that was worthless.</b></p> <p>The adjective <i>worthless</i> comes before the noun <b>check</b>, which it modifies.</p> <p>The adjective clause <i>that was worthless</i> comes (<i>before, after</i>) the noun <b>check</b>, which it modifies.</p>
1497	1498



a We always have *paid* and always will *pay* our bills on time.  
Can we omit the verb *paid*? (Yes, No)

1767 1768

are How much (*are, is*) those pads of paper?

2036 2037

ACTIVE: The band *played* a march.  
↓  
PASSIVE: A march *was played* by the band.

a What happens to the direct object **march** when we change the verb from active to passive?

It becomes the \_\_\_\_\_ of the passive verb *was played*.

2305 2306

Underline the preferred pronoun:

their Political experts now see many reasons for (*his, him*) winning the election.

2574 2575

however of course for example after all  
therefore by the way nevertheless if possible

a. The cake was a failure *after all* her efforts.  
b. Freddy *after all* is only ten years old.

In which sentence should *after all* be set off with commas because it is an interrupter? \_\_\_\_\_

2843 2844

It's, its (*It's, Its*) lightness is (*it's, its*) greatest advantage.

3112 3113

b

- a. The leaves are green.      b. The leaves are falling.

Which sentence contains a subject complement? \_\_\_\_\_

148

149

semicolon

There are a number of adverbs that are sometimes mistaken for conjunctions.

ADVERBS:    **however**            **otherwise**            **nevertheless**  
                  **therefore**          **consequently**       **furthermore**

Since these words are adverbs, they do not have the power of \_\_\_\_\_ to combine sentences.

418

419

Grandmother  
has many  
friends who  
visit her often.

**I got a poor seat, and I arrived very early.**

688

689

b

Watch your writing for a weak sentence explaining something you have just written. If it contains the verb **is**, **are**, **was**, or **were**, followed by a noun, change it to an appositive phrase and fit it into the previous sentence.

- a. **Mr. Lee urged us to win.**      b. **He is our new coach.**

Which sentence can be changed to an appositive? \_\_\_\_\_

958

959

The farther out  
you go, the  
deeper the  
water gets.

**Traveling has made me appreciate my own town more.**

1228

1229

after

Unless an adjective clause is placed directly *after* the word it modifies, your reader is likely to connect it with the wrong thing.

**The pill came from this bottle *that the baby swallowed.***

The adjective clause is meant to modify **pill**, but it appears to modify the noun \_\_\_\_\_.

1498

1499

	<p>a. Did you put <i>a</i> pear or <i>a</i> peach in my lunch?</p> <p>b. Did you put <i>a</i> pear or <i>an</i> apple in my lunch?</p>	
No	<p>We use the article <b>a</b> before a consonant sound (<b>a</b> <i>fish</i>) and the article <b>an</b> before a vowel sound (<b>an</b> <i>eel</i>).</p> <p>In which sentence could we omit the article <i>a</i> because the same form of the article fits in both places? _____</p>	1769

are	There ( <i>hasn't</i> , <i>haven't</i> ) been any changes in the rules.	
2037		2038

	<p>ACTIVE: The <b>band</b> <i>played</i> a march.</p> <p style="text-align: center;">↓</p> <p>PASSIVE: A march <i>was played</i> by the <b>band</b>.</p> <p>Follow the arrow to see what happens to the subject <b>band</b> when we change the verb from active to passive.</p> <p>The subject <b>band</b> becomes the object of the preposition _____</p>	
subject		2307
2306		

his	<p>Underline the preferred pronoun:</p> <p>The principal has no objection to (<i>us</i>, <i>our</i>) using his name.</p>	
2575		2576

	<p>Here are other parenthetical expressions:</p> <p>perhaps    you know    on the whole    on the other hand</p> <p>it seems    I suppose    on the contrary    generally speaking</p>	
b	<p>a. The coach <i>I suppose</i> was very pleased.</p> <p>b. <i>I suppose</i> that the coach was very pleased.</p> <p><i>I suppose</i> should be set off with commas in sentence (<i>a</i>, <i>b</i>).</p>	2845
2844		

its, its	( <i>It's</i> , <i>Its</i> ) tongue hangs out when ( <i>it's</i> , <i>its</i> ) thirsty.	
3113		3114

The fans were *cheering*.  
The fans were *enthusiastic*.

a One of the italicized words is part of an action verb; the other is a subject complement.

The subject complement is the word \_\_\_\_\_.  
149 150

conjunctions  
a. The air is humid, therefore the paint dries slowly.  
b. The air is humid, and therefore the paint dries slowly.

Which sentence is incorrect because there is no conjunction to connect its two parts? \_\_\_\_\_

419 420

I got a poor seat although I arrived very early.

The mayor made a statement, and *many people disagreed with it.* (Try with *which*.)

\_\_\_\_\_  
\_\_\_\_\_

689 690

a. Mr. Lee urged us to win. b. *He is our new coach.*

Why is it easy to change sentence *b* to an appositive phrase? It is easy because sentence *b* contains the verb *is*, followed by the noun \_\_\_\_\_, which will become the appositive to explain Mr. Lee in sentence *a*.

•b  
959 960

The more I travel, the more I appreciate my own town.

1229

## Lesson 33 The Useful Noun-Participle Phrase

[Themes 1231–1260]

bottle  
a. The pill came from this bottle *that the baby swallowed*.  
b. The pill *that the baby swallowed* came from this bottle.

Which sentence is better because the adjective clause comes right after the noun it modifies? \_\_\_\_\_

1499 1500

Did you put *a* pear or *an* apple in my lunch?

a

We cannot omit the *an* before **apple** because with **pear** we use *a*, but with **apple** we need to use \_\_\_\_\_.

1769

1770

haven't

(*Those, That*) **type of scissors** (*are, is*) **made for cutting hair.**

2038

2039

by

A passive verb always consists of a past participle combined with one of the tense forms of the verb **be**.

Underline two passive verbs:

**took**

**was taken**

**will give**

**will be given**

2307

2308

our

In this and the following frames, underline the correct pronouns or, in some cases, the pronouns appropriate for formal usage.

(*We, Us*) **boys saw no good reason for** (*them, their*) **post-poning the game.**

2576

2577

a

Insert the necessary commas:

**She plays the radio for example after everyone has gone to bed.**

2845

2846

Its, it's

(*You're, Your*) **circulation slows down when** (*you're, your*) **asleep.**

3114

3115



enthusiastic	150	<p><b>Be</b> is not the only linking verb. Among other verbs that can serve as linking verbs are <b>seem, become, appear, look, feel, and get</b> (when it means <b>become</b>).</p> <p>The candidate appeared cheerful.</p> <p>The linking verb in this sentence is _____.</p>	151
a	420	<p>The air is humid, and therefore the paint dries slowly.</p> <p>The word <b>therefore</b> is not a conjunction and has no connecting power. For this reason, we need to use the conjunction _____ in this sentence.</p>	421
The mayor made a statement with which many people disagreed.	690	<p><i>Cars become more complicated, and mechanics require more training.</i></p> <p>_____</p> <p>_____</p>	691
coach	960	<p><b>Mr. Lee once played college football. (<i>He is</i>) our new coach. Mr. Lee, our new coach, once played college football.</b></p> <p>In changing the italicized sentence to an appositive phrase, we dropped everything except the noun _____ and its modifiers.</p>	961
		<p>A <b>noun-participle</b> phrase consists of a noun followed by a present or past participle that modifies this noun.</p> <p><i>Knees trembling, Dick stepped up to the stage.</i></p> <p>In the italicized phrase, the noun <i>Knees</i> is modified by the (<i>present, past</i>) participle <i>trembling</i>.</p>	1231
b	1500	<p><b>We sold our car to a used-car dealer that had a cracked cylinder head.</b></p> <p>This sentence is absurd because the adjective clause appears to modify the noun <b>dealer</b> when it is really meant to modify the noun _____.</p>	1501

an  1770	<p>a. Shall I make <i>an</i> apple or apricot pie? b. Shall I make <i>an</i> apple or pumpkin pie?</p> <p>Which sentence is correct? _____</p> <p>1771</p>
That, is  2039	<p>(<i>This, These</i>) kind (<i>wears, wear</i>) much longer than the cheaper ones.</p> <p>2040</p>
was taken, will be given  2308	<p>Underline two passive verbs:</p> <p>sees      is seen      has sent      has been sent</p> <p>2309</p>
We, their  2577	<p><i>Reminder:</i> In expressions like <i>we</i> (or <i>us</i>) <i>boys</i>, use the same pronoun you would use if the noun (<i>boys</i>) were omitted.</p> <p><b>Most of (<i>we, us</i>) boys are just as busy as (<i>him, he</i>).</b></p> <p>2578</p>
, for example,  2846	<p>Sometimes there is so little interruption—if any—that commas would only tend to make the reading jerky.</p> <p><i>Of course I'm going.      Perhaps you will find it.</i></p> <p>a. <b>We therefore sent a telegram.</b> b. <b>We decided therefore to send a telegram.</b></p> <p>In which sentence would you use commas? _____</p> <p>2847</p>
Your, you're  3115	<p>(<i>You're, Your</i>) not in (<i>you're, your</i>) right seat.</p> <p>3116</p>

<p>appeared</p> <p>151</p>	<p>The animals . . . cold.</p> <p>Underline the two words that can be used as <i>linking verbs</i> in the above sentence:</p> <p>feel      like      look      avoid</p> <p>152</p>
<p>and</p> <p>421</p>	<p>The air is humid; therefore the paint dries slowly.</p> <p>This sentence is correct because a semicolon has the power of a _____ to connect the two parts of a compound sentence.</p> <p>422</p>
<p>As cars become more complicated, mechanics require more training.</p> <p>691</p>	<p>A friend recommended this book, and I value his opinion highly. (Try <i>whose</i>.)</p> <p>_____</p> <p>_____</p> <p>692</p>
<p>coach</p> <p>961</p>	<p>Mr. Lee once played college football. (<i>He is</i>) our new coach. Mr. Lee, our new coach, once played college football.</p> <p>Then we put the appositive phrase directly after the noun _____, which it explains.</p> <p>962</p>
<p>present</p> <p>1231</p>	<p>The dinner prepared, Mother waited for her guests.</p> <p>In the italicized phrase, the noun <i>dinner</i> is modified by the (<i>present, past</i>) participle <i>prepared</i>.</p> <p>1232</p>
<p>car</p> <p>1501</p>	<p>a. We sold our car that had a cracked cylinder head to a used-car dealer.</p> <p>b. We sold our car to a used-car dealer that had a cracked cylinder head.</p> <p>Which sentence is better because the adjective clause comes directly after the noun it modifies? _____</p> <p>1502</p>

	Repeat an article ( <i>a, an, the</i> ) or a possessive pronoun ( <i>my, your, his, etc.</i> ) if there is any chance of misunderstanding.	
a	a. The McCanns have a black and white dog. b. The McCanns have a black and a white dog.	
1771	Which sentence means two dogs? _____	1772
This, wears	The entire Indian tribe ( <i>was, were</i> ) moved to another reservation.	
2040		2041
is seen, has been sent	A sentence with an active verb is shorter, stronger, and more direct than one with a passive verb. ACTIVE: Paul found a dollar. PASSIVE: A dollar was found by Paul.	
2309	The sentence that gives a clumsy, roundabout effect is the one with the ( <i>active, passive</i> ) verb.	2310
us, he	Let's you and ( <i>me, I</i> ) insist on ( <i>his, him</i> ) paying his own way.	
2578		2579
b	When the word <b>well, why, yes, or no</b> is used as a sentence opener, it is generally followed by a comma. Punctuate the following sentences: Well maybe you're right. Why this is a surprise!	
2847		2848
You're, your	( <i>You're, Your</i> ) eyes show that ( <i>you're, your</i> ) tired.	
3116		3117

The animals . . . cold.

feel, look

Underline the two words that can be used as *linking verbs* in the above sentence to make **cold** describe **animals**.

fear      become      prefer      get

152

153

conjunction

- a. It rained all day, nevertheless everyone had a good time.  
b. It rained all day, but everyone had a good time.

Which sentence is correct because its two parts are connected by a conjunction? \_\_\_\_\_

422

423

A friend  
whose opinion  
I value highly  
recommended  
this book.

692

*The score was tied, and we had to play another game.*

693

Mr. Lee

- a. Mr. Lee once played college football. *He is our new coach.*  
b. Mr. Lee, *our new coach*, once played college football.

In which arrangement does the explanation of Mr. Lee sound less like an afterthought? \_\_\_\_\_

962

963

past

A noun-participle phrase has no grammatical connection with the rest of the sentence.

*Knees trembling, Dick stepped up to the stage.*

Is there any connecting word such as *when*, *because*, *who*, or *which* to connect the phrase with the main statement? (*Yes, No*)

1232

1233

a

- a. The book is very modern that we use in our literature class.  
b. The book that we use in our literature class is very modern.

Which sentence is better because the adjective clause comes directly after the noun it modifies? \_\_\_\_\_

1502

1503



- b
- a. Harvey ordered *a* cheese and *a* ham sandwich.
  - b. Harvey ordered *a* cheese and ham sandwich.

Which sentence means two sandwiches? \_\_\_\_\_

1772

1773

(Note: A verb and a pronoun used with a collective noun must be consistent with each other in number.)

was

**The band (*was, were*) tuning up (*its, their*) instruments.**

2041

2042

passive

- a. The pitcher *took* a chance and *threw* the ball to first base.
- b. A chance *was taken* by the pitcher, and the ball *was thrown* to first base.

Which sentence is better because it is more direct? \_\_\_\_\_

2310

2311

me, his

**(*Us, We*) girls think that this shade of red suits you better than (*her, she*).**

2579

2580

Well,  
Why,

Punctuate the following sentences:

**Yes I agree with you.  
No I didn't see Paul.**

2848

2849

Your, you're

**(*They're, Their*) delicious when (*they're, their*) toasted.**

3117

3118

<p>become, get</p> <p>153</p>	<p>You can be sure that a verb is a linking verb if you can put some form of be (is, am, are—was, were, been) in its place.</p> <p>a. The customer <i>feels</i> the material. b. The weather <i>feels</i> muggy.</p> <p>In which sentence can you substitute <b>is</b> for <b>feels</b>? _____</p> <p>154</p>
<p>b</p> <p>423</p>	<p>a. It rained all day, nevertheless everyone had a good time. b. It rained all day; nevertheless everyone had a good time.</p> <p>Which sentence is correctly punctuated? _____</p> <p>424</p>
<p>Because the score was tied, we had to play another game.</p> <p>693</p>	<p><i>This was my first speech, and I wasn't nervous at all.</i></p> <p>_____</p> <p>_____</p> <p>694</p>
<p>b</p> <p>963</p>	<p>Do not confuse an appositive phrase with an adjective clause. An appositive phrase consists only of a noun (or pronoun) with its modifiers. An adjective clause always has a subject and a _____.</p> <p>964</p>
<p>No</p> <p>1233</p>	<p>In the participial phrases we studied earlier, the participle modified a noun or pronoun in the main statement.</p> <p><i>Trembling with excitement, Bert stepped up to the stage.</i></p> <p>In the above sentence the present participle <i>Trembling</i> modifies the noun _____ in the main statement.</p> <p>1234</p>
<p>b</p> <p>1503</p>	<p>a. <b>No joke that hurts our feelings amuses us.</b> b. <b>No joke amuses us if it hurts our feelings.</b></p> <p>One sentence contains an adverb clause; the other, an adjective clause.</p> <p>Which sentence contains the adverb clause? _____</p> <p>1504</p>

- a. *My* cousin and best friend will go with me.  
b. *My* cousin and *my* best friend will go with me.

Which sentence means two persons? \_\_\_\_\_

1773

1774

were, their

Five tons (*were, was*) too big a load for the truck.

2042

2043

- a. This play was practiced by the team until it was perfect.  
b. The team practiced this play until it was perfect.

Which sentence is better? \_\_\_\_\_

2311

2312

We, her

I intend to ask both our neighbors, Mr. Doyle and (*he, him*), if they object to (*me, my*) using their names for references.

2580

2581

We often use a "not" phrase to show what we do *not* mean in contrast to what we do mean. Such phrases require commas because they are strong interrupters.

Yes,  
No,

**The company, *not the salesman*, is to blame.**

Punctuate the following sentence:

**Graphite not oil should be used on locks.**

2849

2850

They're, they're

(*They're, Their*) bringing out (*they're, their*) new models in October.

3118

3119

	<p>a. The customer <i>feels</i> the material.</p> <p>b. The weather <i>feels</i> muggy.</p>	
b	In one sentence <b>feels</b> is used as an <i>action</i> verb; in the other it is used as a <i>linking</i> verb.	
154	In which sentence is it used as a <i>linking</i> verb? _____	155
	<p>a. Our team was overconfident; consequently we lost.</p> <p>b. Our team was overconfident, and consequently we lost.</p> <p>c. Our team was overconfident, consequently we lost.</p>	
b	Which one of these three sentences is incorrectly punctuated? _____	
424		425
Although this was my first speech, I wasn't nervous at all.	<p><b>My uncle had a tent, and he had no further use for it.</b></p> <p>_____</p> <p>_____</p>	
694		695
verb (or predicate)	<p>a. <b>Mr. Lee, our new coach from Notre Dame, played college football.</b></p> <p>b. <b>Mr. Lee, who is our new coach from Notre Dame, played college football.</b></p>	
964	Which sentence contains an appositive phrase? _____	965
	<p><i>Knees trembling, Bert stepped up to the stage.</i></p>	
Bert	In the noun-participle phrase, however, the present participle <i>trembling</i> does not modify a word in the main statement. It modifies the noun _____ in the phrase itself.	
1234		1235
	<p>a. <b>No joke that hurts our feelings amuses us.</b></p> <p>b. <b>No joke amuses us if it hurts our feelings.</b></p>	
b	The clause that can be shifted to other positions in the sentence is the ( <i>adjective, adverb</i> ) clause.	
1504		1505

- a. We invited *our* coach and *our* math teacher to the picnic.  
 b. We invited *our* coach and math teacher to the picnic.
- Which sentence means two persons? \_\_\_\_\_

1774

1775

was

**Two hours (*seems, seem*) hardly enough time to see all the sights.**

2043

2044

b

Unless you have a good reason for not doing so, always use (*an active, a passive*) verb.

2312

2313

him, my

**I couldn't understand (*him, his*) wanting to pay for all (*us, we*) fellows.**

2581

2582

, not oil,

Punctuate the following sentence:

**It is the motion of the cloth not the red color that excites the bull.**

2850

2851

They're, their

**(*They're, Their*) fenders prove that (*they're, their*) poor drivers.**

3119

3120



b

- a. The restaurant *looked* crowded.  
b. The speaker *looked* at his watch.

In which sentence can you substitute **was** for **looked**? \_\_\_\_\_

155

156

c

ADVERBS:    **however**            **otherwise**            **nevertheless**  
                 **therefore**           **consequently**       **furthermore**

It is equally correct to start a new sentence with one of these adverbs. Many writers prefer to do so.

**Our team was overconfident. Consequently we lost.**

This sentence is (*correct, incorrect*). \_\_\_\_\_

425

426

My uncle had a tent for which he had no further use. (*Or which he had no further use for.*)

695

*You switch the tires around, and they will wear longer.*

696

a

- a. **We visited Monticello, which was the home of Thomas Jefferson.**  
b. **We visited Monticello, the home of Thomas Jefferson.**

Which sentence contains an appositive phrase? \_\_\_\_\_

965

966

Knees

- a. *Trembling with excitement*, Bert stepped up to the stage.  
b. *Knees trembling*, Bert stepped up to the stage.

In which sentence does the participle *trembling* modify a word in the main statement, thus connecting it grammatically with that statement? \_\_\_\_\_

1235

1236

adverb

- a. *If it hurts our feelings*, no joke amuses us.  
b. **No joke, if it hurts our feelings**, amuses us.  
c. **No joke amuses us if it hurts our feelings.**

Does an adverb clause, like an adjective clause, need to come directly after the word it modifies? (*Yes, No*) \_\_\_\_\_

1505

1506

Do not omit a word required by the meaning or grammatical construction of a sentence or by customary usage.

a

**Bob made fun . . . my suggestion.**

**Bob made fun . . . and ridiculed my suggestion.**

What preposition is missing from both sentences? \_\_\_\_\_

1775

1776

seems

## Lesson 57 Review: Agreement of Subject and Verb

[Frames 2046–2072]

2044

an active

**The nomination will be accepted by Nolan.**

To change this sentence to one with an active verb, you would make \_\_\_\_\_ the subject of your revised sentence.

2313

2314

his, us

**The other boys, Louis and (*he, him*), were envious because Mr. Ringler didn't pay them as much as (*I, me*).**

2582

2583

### APPOSITIVES

An appositive is a noun or pronoun—often with modifiers—that follows another noun or pronoun to explain it.

, not the red color,

**Fred Kemp, *a senior*, spoke for the teen-agers.**

Can the italicized appositive be omitted without damaging the meaning or completeness of this sentence? (*Yes, No*)

2851

2852

Their, they're

**Let's decide (*who's, whose*) going in (*who's, whose*) car.**

3120

3121

	<p>a. <b>The restaurant <i>looked</i> crowded.</b>  b. <b>The speaker <i>looked</i> at his watch.</b></p> <p>In one sentence, <i>looked</i> is used as an action verb; in the other, as a linking verb for which we could substitute <i>was</i>.</p> <p>In which sentence is <i>looked</i> used as a linking verb and followed by a subject complement? _____</p>	
a		
156		157
	<p>a. <b>I lost my car keys; otherwise I would have driven.</b>  b. <b>I lost my car keys, otherwise I would have driven.</b>  c. <b>I lost my car keys. Otherwise I would have driven.</b></p> <p>Which one of these three sentences is incorrectly punctuated? _____</p>	
correct		
426		427
	<p>If you switch the tires around, they will wear longer.</p> <p>A sentence consisting of a main statement and an adverb or adjective clause is a (<i>compound, complex</i>) sentence.</p>	
696		697
	<p>b</p> <p>An appositive phrase should be set off from the rest of the sentence by two commas (or a single comma if it ends the sentence) because it is an "extra" that could be omitted.</p> <p>Punctuate the following sentence:</p> <p><b>Only one other team the New York Giants did as well.</b></p>	
966		967
	<p>a</p> <p>Because a noun-participle phrase has no grammatical connection with the rest of the sentence, it is often called an <b>absolute</b> phrase, <i>absolute</i> meaning <i>independent</i>. An example of an absolute phrase is a (<i>participial, noun-participle</i>) phrase.</p>	
1236		1237
	<p>No</p> <p>Modifiers—words, phrases, and clauses—sometimes get in one another's way and produce an awkward or absurd sentence. When this happens, you can often solve your problem by shifting the (<i>adverb, adjective</i>) clause to the beginning of the sentence.</p>	
1506		1507
page 313		

<p>of</p> <p>1776</p>	<p>The team had no respect . . . their coach. The team had no respect . . . or confidence in their coach.</p> <p>What preposition is missing from both sentences? _____</p> <p>1777</p>
	<p>One situation causes more errors in subject-verb agreement than any other:</p> <p style="text-align: center;"><b>The color . . . changes.</b></p> <p>No matter what plural nouns in prepositional phrases might come between the subject and the verb, the verb must remain (<i>singular, plural</i>).</p> <p>2046</p>
<p>Nolan</p> <p>2314</p>	<p>a. <b>The nomination</b> <i>will be accepted by Nolan.</i> b. <b>Nolan</b> <i>will accept the nomination.</i></p> <p>The verb in sentence <i>b</i> is active because its subject <b>Nolan</b> (<i>acts, is acted upon</i>).</p> <p>2315</p>
<p>he, me</p> <p>2583</p>	<p>(<i>Us, We</i>) girls get out of school earlier than (<i>her, she</i>).</p> <p>2584</p>
<p>Yes</p> <p>2852</p>	<p>Set off an appositive and its modifiers with commas because it is not an essential part of the sentence.</p> <p>Punctuate the following sentence:</p> <p><b>Our principal an enthusiastic football fan attends every game.</b></p> <p>2853</p>
<p>who's, whose</p> <p>3121</p>	<p>(Be especially careful with this sentence!)</p> <p>(<i>Who's, Whose</i>) the girl (<i>who's, whose</i>) taking the part of the grandmother?</p> <p>3122</p>

<p>a</p> <p>157</p>	<p>We have now studied two kinds of complements: <i>direct objects</i> and <i>subject complements</i>. With a little reasoning, we can avoid confusing the two.</p> <p>A <i>direct object</i> can follow only an <i>action verb</i>.</p> <p>A <i>subject complement</i> always follows a _____</p> <p>verb. 158</p>
<p>b</p> <p>427</p>	<p>a. Education must include the whole person; otherwise it is not true education.</p> <p>b. Education must include the whole person. Otherwise it is not true education.</p> <p>Both <i>a</i> and <i>b</i> are correct. (<i>True, False</i>) 428</p>
<p>complex</p> <p>697</p>	<p>The exact relationship between two facts or ideas is more clearly brought out by a (<i>compound, complex</i>) sentence.</p> <p>698</p>
<p>team, . . . Giants,</p> <p>967</p>	<p>Punctuate the following sentence:</p> <p><b>The car belongs to Howard the oldest of the Ross boys.</b></p> <p>968</p>
<p>noun-participle</p> <p>1237</p>	<p>Because a noun-participle phrase, unlike a participial phrase, is related to the rest of the sentence only by our thought, it is classified as an ab _____ phrase.</p> <p>1238</p>
<p>adverb</p> <p>1507</p>	<p>Grace couldn't say good-bye to her uncle who was leaving the country because she had measles.</p> <p>Because she had measles, Grace couldn't say good-bye to her uncle who was leaving the country.</p> <p>We get rid of the absurdity by shifting the (<i>adjective, adverb</i>) clause to the beginning of the sentence.</p> <p>1508</p>



for	<p>The teacher referred . . . a book. The book . . . which the teacher referred was not in the library.</p> <p>What preposition is missing from both sentences? _____</p>	1777	1778
singular	<p>The color of the lights . . . The color of the sky and the water . . . The color of various fish, birds, and animals . . . The color of the leaves on most trees and shrubs . . .</p> <p>The singular verb <b>changes</b> would be correct in each of these sentences. (<i>True, False</i>)</p>	2046	2047
acts	<p>Change the following sentence to one with an active verb:</p> <p><b>These souvenirs <i>will be appreciated</i> by the children.</b></p> <p>_____</p> <p>_____</p>	2315	2316
We, she	<p>Let's you and (<i>me, I</i>) see if Miss Haines won't let (<i>we, us</i>) girls prepare a Christmas program for the class.</p>	2584	2585
, an enthusiastic football fan,	<p>Punctuate the following sentence:</p> <p><b>The antelope the fastest animal in existence has been known to achieve a speed of sixty-two miles per hour.</b></p>	2853	2854
Who's, who's	<p>(<i>Who's, Whose</i>) mother is the lady (<i>who's, whose</i>) driving them to school?</p>	3122	3123

<p>linking</p> <p>158</p>	<p>Usually the subject and direct object are two <i>different</i> things, and the action passes from one to the other.</p> <p>1 → 2</p> <p><b>The heavy downpour flooded many basements.</b></p> <p>The action passes from <b>downpour</b> to _____</p> <p>159</p>
<p>True</p> <p>428</p>	<p>In this and the following frames, insert the proper punctuation between the two word groups. Copy the word <i>before</i> the punctuation and <i>after</i> the punctuation. If a conjunction is present, insert a comma. If a conjunction is missing, insert a semicolon.</p> <p><b>The field was muddy it didn't stop the Rangers.</b></p> <p>_____</p> <p>429</p>
<p>complex</p> <p>698</p>	<p>In changing a compound sentence to a complex sentence, you (<i>drop, add</i>) the conjunction <i>and, but, or</i>.</p> <p>699</p>
<p>Howard,</p> <p>968</p>	<p>Punctuate the following sentence:</p> <p><b>The Icelanders immigrants from Norway colonized their island in the ninth century.</b></p> <p>969</p>
<p>absolute</p> <p>1238</p>	<p>To change a sentence to a noun-participle phrase is very simple.</p> <p>SENTENCE: <b>The fuel was running low.</b></p> <p>NOUN-PARTICIPLE PHRASE: <b>The fuel running low . . .</b></p> <p>We change the verb <i>was running</i> to a present participle by dropping the helping verb _____.</p> <p>1239</p>
<p>adverb</p> <p>1508</p>	<p><b>Grace couldn't say good-bye to her uncle who was leaving the country because she had measles.</b></p> <p>Did Grace's uncle leave the country because of her measles? This amusing sentence contains an adjective clause beginning with the word <b>who</b> and an adverb clause beginning with the word _____.</p> <p>1509</p>

<p>to</p> <p>1778</p>	<p>a. We <i>did</i> many things that were fun.</p> <p>b. We swam, fished, and many other things that were fun.</p> <p>What word is missing from sentence <i>b</i>? _____</p> <p>1779</p>
<p>True</p> <p>2047</p>	<p>If you were to add the words printed in parentheses at the point marked by the caret ( <i>^</i> ), would you need to change the italicized verb? If a change would be necessary, write only the form of the verb that would be required. If the verb would remain the same, write <i>Correct</i>.</p> <p><i>^</i> Those records <i>belong</i> to Maxine. (One of) _____</p> <p>2048</p>
<p>The children will appreciate these souvenirs.</p> <p>2316</p>	<p>Although you should generally try to use active verbs, there are times when passive verbs are very useful; for example, when the doer of an action is not known.</p> <p>a. Our dog <i>was stolen</i> last night.</p> <p>b. The game <i>was won</i> by the Mustangs.</p> <p>In which sentence is the doer of the action not known? _____</p> <p>2317</p>
<p>me, us</p> <p>2585</p>	<p>My two friends, Walt and (<i>him, he</i>), <i>were</i> disappointed because Mr. Hill didn't give them as good parts in the play as (<i>me, I</i>).</p> <p>2586</p>
<p>, the fastest animal in existence,</p> <p>2854</p>	<p>DIRECT ADDRESS</p> <p>Direct address is a noun or other identifying words with which we sometimes interrupt a sentence to show to whom we are speaking.</p> <p><b>You know, Nancy, that you're always welcome.</b></p> <p>Is the noun <i>Nancy</i> essential to the sentence? (<i>Yes, No</i>) _____</p> <p>2855</p>
<p>Whose, who's</p> <p>3123</p>	<p>APOSTROPHES FOR SPECIAL PLURALS</p> <p>You have learned not to use apostrophes with ordinary plural nouns that do not show ownership.</p> <p><b>Several <i>girls'</i> took <i>boys'</i> parts.</b></p> <p>The ordinary plural noun in this sentence that should not be written with an apostrophe is (<i>girls, boys</i>).</p> <p>3124</p>

A subject complement, however, always *means the same thing* as the subject or *describes* the subject. We are dealing with *one* thing—not *two*.

basements

1 → 2

1 ← 1

a. Mr. Ford hired a lawyer.

b. Mr. Ford is a lawyer.

The noun **lawyer** is a subject complement in sentence (a, b).

159

160

muddy; it

Follow the directions given in the previous frame:

The wise are so uncertain the ignorant are so positive.

429

430

drop

Every compound sentence can be improved by changing it to a complex sentence. (*True, False*)

699

700

Icelanders, . . .  
Norway,

Punctuate the following sentence:

A fierce battle of World War II was fought on Iwo Jima a very small Pacific island.

969

970

was

Sometimes we need to change a one-word verb to a present participle.

SENTENCE: The fuel *ran* low.

NOUN-PARTICIPLE PHRASE: The fuel *running* low . . .

Here we change the verb *ran* to the present participle

1239

1240

because

Adverb phrases as well as adverb clauses are generally movable.

Underline the adverb phrase that could be shifted to the beginning of the sentence to get rid of its absurdity:

Dad glued together the vase that Chuck had broken with remarkable skill.

1509

1510

- did
- a. The author has lived *among* the Eskimos.  
b. The author has lived, as well as written about, the Eskimos.
- What word is missing from sentence *b*? \_\_\_\_\_

1779

1780

belongs

A friendly note <sup>A</sup> *doesn't* take much time. (or a telephone call)

\_\_\_\_\_

2048

2049

- a
- a. The test *had been passed* by the student.  
b. The kitten *had been left* at our door.
- In which sentence is a passive verb preferable because the doer of the action is not known? \_\_\_\_\_

2317

2318

he, me

## Reflexive, Intensive, Lesson 72 Demonstrative, and Possessive Pronouns

[Frames 2598–2625]

2586

No

Use commas to set off direct address because it interrupts the sentence and is not essential to its meaning.

Underline and set off the direct address with commas:

**Our team fellow students needs your full support.**

2855

2856

girls

However, there are a few special cases where there is a good reason for using apostrophes to form ordinary plurals.

- a. Your *os* look like *as*.  
b. Your *o's* look like *a's*.

3124

Which sentence is easier to figure out? \_\_\_\_\_

3125



	<p>a. The owner of the restaurant hired a new cook.</p> <p>b. The owner of the restaurant is the cook.</p>	
b	In which sentence is the noun <b>cook</b> a subject complement because it means the same person as the subject? _____	
160		161
uncertain; the	<p>There are thirteen dogs on our block and all of them seemed to be barking at once.</p> <p>_____</p>	
430		431
False	For combining two similar or related ideas of equal importance, a ( <i>compound, complex</i> ) sentence is better.	
700		701
Iwo Jima,	<p>Change each italicized sentence to an appositive phrase, and insert it in the first sentence right after the word it explains. Supply the necessary commas.</p> <p><b>La Paz is the highest capital in the world. <i>It is the capital of Bolivia.</i></b> _____</p> <p>_____</p>	
970		971
running	<p>A noun-participle phrase consists of a noun plus a present participle that modifies <i>this noun</i>—not a noun in the main statement.</p> <p><b>The fuel <i>running</i> low . . .</b></p> <p>This is a noun-participle phrase because the present participle <i>running</i> modifies the noun _____.</p>	
1240		1241
with remarkable skill	<p>a. We almost know everyone in town.</p> <p>b. We know almost everyone in town.</p> <p>In which sentence is the adverb <b>almost</b> placed more sensibly? _____</p>	
1510		1511

	Do not omit <i>that</i> from a noun clause used as a subject complement after any form of the linking verb <i>be</i> .	
among	RIGHT: His excuse was that he didn't see the stop sign. WRONG: His excuse was he didn't see the stop sign.	
1780	What word is missing from the sentence that is labeled WRONG? _____	1781

Correct	The shortage of goods <sup>A</sup> <del>makes</del> prices skyrocket. (and the abundance of money)	
2049	_____	2050

	Passive verbs are also useful when the doer of an action is obvious or unimportant.	
b	a. The package <i>will be delivered</i> tomorrow. b. The deliveryman <i>will deliver</i> the package tomorrow.	
2318	Which sentence is better because the doer of the action is unimportant and had better be omitted? _____	2319

#### REFLEXIVE AND INTENSIVE PRONOUNS

Pronouns that end with *-self* or *-selves* can be used as either *reflexive* or *intensive* pronouns. When they reflect or turn back the action of the verb to the doer of the action, they are called **reflexive** pronouns.

A reflexive pronoun always ends with *-self* or \_\_\_\_\_

2588

, fellow students,	Punctuate the following sentence: Let me know you lucky fellow how you manage to get such high grades.	
2856		2857

	Use apostrophes to form the ordinary plurals of letters, numbers, signs, and words referred to as words.	
b	There are two 3's and two 5's in our number. The + 's should be changed to - 's.	
3125	Insert the needed apostrophes: The temperature is usually in the 70s or 80s.	3126

The owner of the restaurant is energetic.

b

Because the adjective **energetic** describes the subject **owner** and is not something apart from it, **energetic** is a (*subject complement, direct object*).

161

162

block, and

Much of the soil is poor consequently the Japanese farmer depends greatly upon fertilizers.

431

432

compound

As a person develops greater writing skill and sees the relationship between his ideas more clearly, he tends to use (*more, fewer*) compound sentences.

701

702

La Paz, the capital of Bolivia, is the highest capital in the world.

971

The poinsettia plant was named after J. R. Poinsett. *He was an American diplomat.*

972

fuel

- a. *Running low*, the fuel was insufficient to carry the plane to its destination.  
b. *The fuel running low*, the pilot made an emergency landing.

1241

Which sentence contains a noun-participle phrase? \_\_\_\_\_ 1242

b

- a. With trembling knees, Bill walked into the office where the principal was sitting.  
b. Bill walked into the office where the principal was sitting with trembling knees.

1511

In which sentence are the modifiers placed more sensibly? \_\_\_\_\_ 1512

that

In this and the following frames, if the omission is incorrect, add the necessary word. If the omission is allowable, write *Correct*.

I *was* on one side and my two friends \_\_\_\_\_  
on the other.

1781

1782

make

His father <sub>A</sub> plays the piano. ( , as well as his mother, )  
\_\_\_\_\_

2050

2051

a

Use a passive verb when you wish to avoid naming the person who made a mistake or did something wrong.

a. My mother *threw* out this important letter.

b. This important letter *was thrown* out by mistake.

Which sentence would you use to avoid embarrassing your mother? \_\_\_\_\_

2319

2320

-selves

a. Frank blamed *me* for his failure.

b. Frank blamed *himself* for his failure.

Which sentence contains a reflexive pronoun that turns the action back to the doer of the action? \_\_\_\_\_

2588

2589

, you lucky fellow,

Punctuate the following sentence:

I wonder Fred if you have heard about Bob Chapman.

2857

2858

70's, 80's

Insert the needed apostrophes:

*Bookkeeping* is the only English word having three double letters in a row—two os, two ks, and two es.

3126

3127

<p>subject complement</p> <p>162</p>	<p>a. Otters are animals. b. Otters are <i>playful</i> animals.</p> <p>In both sentences, the noun <b>animals</b> is a subject complement that identifies the subject <b>Otters</b>. In sentence <i>b</i>, we added the adjective <i>playful</i> to describe the noun <b>animals</b>.</p> <p>In sentence <i>b</i>, the subject complement is (<i>playful, animals</i>). 163</p>
<p>poor; consequently</p> <p>432</p>	<p>Mrs. Merrill may be old    however, she is not old-fashioned.</p> <p>_____</p> <p>433</p>
<p>fewer</p> <p>702</p>	<p>Lesson <b>19</b> Recognizing Noun Clauses</p> <p>[Frames 704–743]</p>
<p>The poinsettia plant was named after J. R. Poinsett, an American diplomat.</p> <p>972</p>	<p>Two great composers died at an early age. <i>They were Schubert and Mozart.</i></p> <p>_____</p> <p>_____</p> <p>973</p>
<p>b</p> <p>1242</p>	<p><i>The fuel running low, the pilot made an emergency landing.</i></p> <p>This is a noun-participle phrase because the participle <i>running</i> modifies the noun <i>fuel</i>, which is (<i>inside, outside</i>) the phrase.</p> <p>1243</p>
<p>a</p> <p>1512</p>	<p>a. They moved the chairs on which they were sitting closer to the fire. b. They moved the chairs closer to the fire on which they were sitting.</p> <p>Which sentence is better? _____</p> <p>1513</p>



were

*I was on one side and my friend \_\_\_\_\_ on the other.*

1782

1783

Correct

**A** These stories *deal* with sports. (Every one of)

2051

2052

b

a. The room *had not been cleaned* after the party.

b. Virginia *had not cleaned* the room after the party.

Which sentence is more tactful because it would not embarrass Virginia? \_\_\_\_\_

2320

2321

b

When pronouns that end with *-self* or *-selves* are used after a noun or another pronoun to emphasize or intensify it, they are called **intensive** pronouns.

a. The manager *himself* waited on me.

b. The manager *blamed himself* for the mistake.

Is *himself* used as an intensive pronoun in a or b? \_\_\_\_\_

2589

2590

#### DATES AND ADDRESSES

The date in the following sentence consists of three parts:

, Fred,

**On Sunday, July 9, 1961, the new church was dedicated.**

After the first part of the date, is there a comma both before and after each additional part? (Yes, No)

2858

2859

o's, k's, e's

Apostrophes make reading easier when we write the plurals of words referred to as words.

a. Tony has spelled all his **toos** wrong.

b. Tony has spelled all his **too's** wrong.

Which sentence is easier to read? \_\_\_\_\_

3127

3128

animals

Do not mistake an adjective that describes the subject complement for the subject complement of the sentence.

**Otters are *playful* animals.**

The subject complement in this sentence is (*the noun animals, the adjective playful*).

163

164

old; however

**Fruit trees must be sprayed at the right time or the fruit will be wormy.**

433

434

We have now completed our study of adverb and adjective clauses. We turn next to the third (and last) type of clause—the **noun clause**.

As its name suggests, a noun clause is a clause that is used as a \_\_\_\_\_.

704

Two great composers, Schubert and Mozart, died at an early age.

973

**John's father gave him his first lessons in reporting. *He was the editor of a country paper.***

974

inside

Now let's change a sentence to a noun-participle phrase that contains a past participle:

SENTENCE: **Her test was completed.**

NOUN-PARTICIPLE PHRASE: **Her test completed . . .**

We change the verb *was completed* to the past participle *completed* by dropping the helping verb \_\_\_\_\_.

1243

1244

a

- a. **The postman has to walk all day without sitting down to rest in the slushy snow.**  
b. **The postman has to walk all day in the slushy snow without sitting down to rest.**

1513

Which sentence is better? \_\_\_\_\_

1514

Correct

Alva never has \_\_\_\_\_ and never will *join* a sorority.

1783

1784

deals

The vacuum cleaner <sup>A</sup> *sells* for \$69. (and all its attachments)

\_\_\_\_\_

2052

2053

a

When you have a good reason for not mentioning the doer of an action or when you wish to focus attention on the person(s) or thing(s) acted upon, use (*an active, a passive*) verb.

2321

2322

a

- a. The manager *himself* waited on me.  
b. He *himself* waited on me.

In which sentence does the intensive pronoun emphasize another pronoun? \_\_\_\_\_

2590

2591

Yes

The address in the following sentence consists of three parts:

**The Atlas Company of 240 Oak Street, Dayton, Ohio 45417, will send you a catalogue.**

After the first part of the address, is there a comma both before and after each additional part? (*Yes, No*)

2859

2860

b

Insert the needed apostrophes:

**Too many ands and sos make writing sound childish.**

3128

3129

*S = Subject, LV = Linking Verb, SC = Subject Complement*

the noun  
animals

**This shallow lake often gets extremely rough.**

Fill in the missing words:

S                      LV                      SC  
lake                      \_\_\_\_\_

164

165

time, or

**Fruit trees must be sprayed at the right time otherwise the fruit will be wormy.**

434

435

noun

We have seen that adverb and adjective clauses offer almost endless possibilities for showing the various kinds of rel\_\_\_\_\_ that exist among our ideas.

704

705

John's father,  
the editor of a  
country paper,  
gave him his  
first lessons in  
reporting.

974

**Thursday is named after Thor. He is the god of thunder in Norse mythology.**

975

was

**Her test completed . . .**

This is a noun-participle phrase because the past participle *completed* modifies the noun \_\_\_\_\_ within the phrase.

1244

1245

b

- a. The car was taken for investigation to the factory where it had been made after the crash.  
b. After the crash, the car was taken for investigation to the factory where it had been made.

1514

Which sentence is better? \_\_\_\_\_

1515

joined

I must find *a* book or \_\_\_\_\_ article about politics.

1784

1785

sell

The vacuum cleaner <sub>A</sub> *sells* for \$69. (, with all its attachments.)

2053

2054

a passive

In this and the following frames, make each sentence more direct by changing the verb from passive to active. To do so, make the object of the preposition **by** the subject of your revised sentence.

Nothing *had been said* by the teacher about a test.

2322

2323

b

Be sure that you know the correct forms of the various reflexive and intensive pronouns:

SINGULAR: myself      himself      itself  
yourself      herself      oneself  
PLURAL: ourselves, yourselves, themselves.

2591

Is there such a word as **hissself**? (Yes, No)

2592

Yes

After writing the first part of a date or an address, put a comma both before and after each additional part.

Punctuate the following sentence:

On Monday August 7 we left Phoenix Arizona and headed for El Paso Texas.

2860

2861

and's, so's

## Lesson 87 Controlling Your Capitals

3129



LV  
gets  
SC  
rough  
165

*S = Subject, LV = Linking Verb, SC = Subject Complement*

**Mercury was the speedy messenger of the old Roman gods.**

Fill in the missing words:

*S*                      *LV*                      *SC*  
**Mercury** \_\_\_\_\_

166

time; otherwise

**Up to twenty-one a girl tries to look older    after twenty-one she tries to look younger.**

435

436

relationship

Noun clauses do not begin to have the usefulness of the other clauses for sentence improvement. We use noun clauses so naturally that we study them mainly to complete our picture of the three kinds of clauses that we find in (*compound, complex*) sentences.

705

706

Thursday is  
named after  
Thor, the god  
of thunder in  
Norse mythology.  
975

Eliminate the **and** by changing the italicized sentence to an appositive phrase and inserting it in the first sentence right after the word it explains.

**Bermuda consists of 360 small islands, and *it is a British colony.*** \_\_\_\_\_

976

test

- a. *Her test completed*, Carol turned in her paper.  
b. *Completing her test*, Carol turned in her paper.

Which sentence contains a noun-participle phrase? \_\_\_\_\_

1245

1246

b

In this and the following frames, rewrite each sentence to improve the placement of the modifiers:

**The branch suddenly broke that he was climbing on.**

1515

1516

an	Dr. Shorr is looking for a typist and _____ receptionist. (Two persons)	
1785		1786
Correct	Greene's is <sup>A</sup> one of the groceries that deliver. (the only) _____	
2054		2055
The teacher had said nothing about a test.	Continue to follow the directions for the previous frame: <b>All your worries will be forgotten by you at this gay comedy.</b> _____ _____	
2323		2324
No	Underline the correct intensive pronoun: <b>Fred built the entire boat (<i>himself, hisself</i>).</b>	
2592		2593
Monday, August 7, Phoenix, Arizona, El Paso,	Punctuate the following sentence: <b>In Hardin County Kentucky Abraham Lincoln was born on February 12 1809.</b>	
2861		2862
	The eleven rules for capitals presented in this and the next lesson are all based upon one general principle: Use a capital letter for a proper noun—a name that fits only <i>one particular</i> person, group of people, place, or thing. Use a small letter for a common noun—a name that fits <i>any one</i> of its kind. (Turn to the next frame.)	3131

*S = Subject, LV = Linking Verb, SC = Subject Complement*

**An officer should feel responsible for the men in his unit.**

Fill in the missing words:

LV  
was  
SC  
messenger  
166

<i>S</i>	<i>LV</i>	<i>SC</i>
_____	should feel	_____
		167

older; after

436

**Athletics keep a person physically fit and furthermore they develop a sense of teamwork.**

\_\_\_\_\_

437

complex

706

Since noun clauses are used exactly as nouns, let us review the various ways in which nouns are used.

**His *remark* puzzled us.**

The noun *remark* is the *subject* of the verb \_\_\_\_\_

707

Bermuda, a  
British colony,  
consists of 360  
small islands.

976

Continue to follow the directions for the previous frame:

**My mother made cream puffs, and *they are my favorite dessert*.**

\_\_\_\_\_

\_\_\_\_\_

977

a

1246

***Her test completed*, Carol turned in her paper.**

This is a noun-participle phrase because the past participle *completed* modifies the noun *test*, which is (*inside, outside*) the phrase.

1247

The branch that  
he was climbing  
on suddenly  
broke.

1516

Continue to follow the directions for the previous frame:

**Every student passed to whom the test was given.**

\_\_\_\_\_

\_\_\_\_\_

1517

Supply a second verb only if the first verb does not fit in this position:

Cliff *is* seventeen and his sister \_\_\_\_\_ sixteen.

1786

1787

The yield of corn <sub>A</sub> *has* been increased. (and wheat)

2055

2056

(Note: There is no need to move the introductory phrase from its present position.)

You will forget  
all your worries  
at this gay  
comedy.

After a long voyage, Tahiti *was reached* by the mutineers.

2324

2325

	SINGULAR: myself	himself	itself
	yourself	herself	oneself

PLURAL: ourselves, yourselves, themselves

himself

Is there such a word as **themselves**? (Yes, No)

2593

2594

A one-part address is set off with commas only when there is no preposition such as *of*, *at*, or *on* to connect it with the sentence.

Hardin County,  
Kentucky,  
February 12,

a. Andy Shaw of 778 Montclair Avenue was the winner.

b. Andy Shaw 778 Montclair Avenue was the winner.

The one-part address requires commas in sentence (a, b).

2862

2853

1. Capitalize geographical names that apply to *particular* countries, sections of countries, states, cities, oceans, rivers, lakes, etc.

Canada      North Dakota      Pacific Ocean      Hudson River

Copy one italicized word that requires a capital:

He lives in a *city* not far from *cleveland*.

3132

S  
officer  
SC  
responsible  
167

The drunken driver is the greatest danger on our highways today.

Fill in the missing words:

S                      LV                      SC  
driver                      \_\_\_\_\_

168

fit, and  
437

### UNIT 3: THE COMPLEX SENTENCE TO SHOW RELATIONSHIP

## Lesson 12 Recognizing Adverb Clauses

[Frames 439-480]

puzzled  
707

- a. His remark puzzled us.  
b. What he said puzzled us.

The clause *What he said* does the same job in sentence b that the noun *remark* does in sentence a. It is therefore a \_\_\_\_\_ clause.

708

My mother made  
cream puffs, my  
favorite dessert.  
977

**Kitty Hawk is in North Carolina, and it was the birthplace of aviation.**

(Note: The first sustained airplane flight was made by Orville Wright at the village of Kitty Hawk in 1903.)

978

inside  
1247

*Her eyes shining with joy, Judy showed me her new dress.*  
**Judy, her eyes shining with joy, showed me her new dress.**  
**Judy showed me her new dress, her eyes shining with joy.**

Can a noun-participle phrase be shifted from one position to another in a sentence? (Yes, No)

1248

Every student  
to whom the  
test was given  
passed.  
1517

**Bert was given the part in the school play of the cranky old farmer.**

1518



Correct

Our country must be strong *on* the sea and \_\_\_\_\_ the air.

1787

1788

Correct

The team *was* <sup>A</sup> in the gym. (weighing themselves)

2056

2057

After a long voyage, the mutineers reached Tahiti.

2325

The high cost of medical service *is pointed out* by this article.

2326

No

Underline the correct reflexive pronoun:

The Lamberts have bought (*themselves, themselves*) a boat.

2594

2595

b

The Speedy Cleaners *at* 600 Main Street give three-hour service on request.

If you omitted the preposition *at*, would you set off 600 Main Street with commas? (Yes, No)

2863

2864

Cleveland

Copy one italicized word that requires a capital:

Are there more *lakes in wisconsin* or in our state?

3132

3133

LV  
is  
SC  
danger  
168

The young children in the back seat were becoming very restless.

Fill in the missing words:

S

LV

SC

169

a. The whistle blew.

b. When the whistle blew

Although both word groups have a subject and a verb, only one word group makes sense by itself.

Which word group makes sense by itself? \_\_\_\_\_

439

noun

We have seen that when we omit an adverb or adjective clause, we still have a grammatically complete sentence remaining.

*What he said* puzzled us.

When we omit the noun clause in this sentence, does a complete sentence remain? (Yes, No)

708

709

Kitty Hawk, the birthplace of aviation, is in North Carolina.

978

The game drew a crowd of 1,500, and *it was the largest attendance of the year.*

979

Yes

a. The audience grew restless, their patience exhausted.

b. Their patience exhausted, the audience grew restless.

In which sentence does the noun-participle phrase come at the end of the sentence? \_\_\_\_\_

1248

1249

Bert was given the part of the cranky old farmer . . . or in the school play Bert . . .

1518

I saw people waiting for the bus that looked frozen.

1519

in	The steak <i>was</i> tough and the potatoes _____ overcooked.	
1788		1789
were	<sup>A</sup> These doors <i>lead</i> to the basement. (Either of) _____	
2057		2058
This article points out the high cost of medical service.	This event <i>will</i> always be remembered by our family. _____ _____	
2326		2327
themselves	All the <i>-self</i> pronouns are solid words. Do not split them! a. my self, your self, her self, our selves, them selves b. myself, yourself, herself, ourselves, themselves The pronouns are printed correctly after (a, b).	
2595		2596
Yes	In line with the modern tendency to eliminate unnecessary commas, many publications omit commas in dates when <i>only</i> the month and the year are stated. a. In May 1961 construction of the bridge was started. b. On May 27 1961 construction of the bridge was started. Which sentence can do without commas? _____	
2864		2865
Wisconsin	Copy only the words to which capitals should be added: The Mississippi river begins at lake Itasca in minnesota. _____	
3133		3134

S  
children  
LV  
were becoming  
SC  
restless  
169

The coach of the other team was looking worried.

Fill in the missing words:

S

LV

SC

170

a

a. The whistle blew.

b. When the whistle blew

Which word group is a sentence because it makes sense by itself? \_\_\_\_\_

439

440

No

(What he said) puzzled us.

If we omitted the noun clause, the sentence would lack a (subject, direct object).

709

710

The game drew  
a crowd of 1,500,  
the largest  
attendance of  
the year.  
979

Joe Sims discovered the fire, and *he is the night watchman*.

980

a

a. His eyelids drooping with sleepiness, Bob struggled through the last chapter.

b. Bob struggled through the last chapter, his eyelids drooping with sleep.

In which sentence does the noun-participle phrase come at the end of the sentence? \_\_\_\_\_

1249

1250

I saw people  
that looked  
frozen waiting  
for the bus.  
1519

You should not put a glass into hot water that is cold.

1520

were

In this and the following frames, insert any word that has been *incorrectly* omitted. If the omission of the word is allowable, write *Correct*.

**My sister takes Latin and I Spanish.**

1789

1790

leads

**In many parts of the world, the opportunity for education**  
**A *does not* exist. (and personal development)**

2058

2059

Our family will  
always  
remember this  
event.

**The rushing life of big cities *was never enjoyed by my father.***

2327

2328

b

Underline the correct reflexive pronoun:

**Try to put (*yourself, your self*) in my place.**

2596

2597

a

In this and the following frames, insert the necessary commas. If no commas are required, write *None*.

**It is doubtful however whether any good will result from the change.**

2865

2866

River, Lake,  
Minnesota

Capitalize **north, east, south, and west** when they name geographical sections of a country or of the world. Use small letters when they indicate directions on the compass.

a. **The road turns *south*.**

b. **The *south* is quite industrial.**

Capitalize *south* in sentence (a, b).

3134

3135



S  
coach  
LV  
was looking  
SC  
worried  
170

## Lesson 5 Reviewing Basic Sentence Patterns

[Frames 172-194]

a

- a. The whistle blew.  
b. When the whistle blew

Word group *b* is not a sentence because the word \_\_\_\_\_  
has been added.

440

441

subject

**We raise** *vegetables*.

In this sentence the noun *vegetables* is the direct object of the  
verb \_\_\_\_\_.

710

711

Joe Sims, the  
night watchman,  
discovered  
the fire.

980

An appositive generally comes (*before, after*) the noun it  
explains.

981

b

A noun-participle phrase is a rather mature construction  
used by experienced writers to combine ideas.

In this and the following frames, combine the sentences by  
changing each italicized sentence to a noun-participle phrase.

**I stood in the icy water.** *My teeth were chattering.*

**I stood in the icy water,** \_\_\_\_\_

1250

1251

You should not  
put a glass  
that is cold  
into hot water.

1520

Write the numbers of the three word groups to show in which  
order you would combine them. Be careful to avoid giving  
your sentence a ridiculous meaning.

1. the club will show a movie
2. on how to play football
3. in the public library

\_\_\_\_\_

1521

I take Spanish

The truck was turning left and our car right.

1790

1791

Correct

<sup>A</sup> The sparrows *wake* me every morning. (The noisy chirping of)

\_\_\_\_\_

2059

2060

My father (has)  
never enjoyed  
the rushing life  
of big cities.

Change the verb from active to passive to eliminate the present subject, which is obvious, unimportant, or tactless. Start your sentence with the thing or things *acted upon* and omit the doer of the action.

Someone *took* the injured man to the hospital.

\_\_\_\_\_

\_\_\_\_\_

2328

2329

yourself

Supply the proper reflexive pronoun:

The Marines hid \_\_\_\_\_ behind some large rocks.

2597

2598

, however,

Send me word Virginia when you are well enough to have visitors.

2866

2867

b

a. Our house is on the *West* side of the street.

b. The movie industry is in the *West*.

The word *west* should not be capitalized in sentence (a, b).

3135

3136

Some action verbs can make complete statements about their subjects. Other action verbs require another word to complete the meaning of the sentence.

An action verb is (*always, sometimes*) followed by a direct object.

172

When

a. The road was rough.

b. Because the road was rough

441

Which word group is a clause? \_\_\_\_\_

442

raise

a. We raise vegetables.

b. We raise whatever we need.

711

The noun clause *whatever we need* in sentence *b* is used just like the direct object \_\_\_\_\_ in sentence *a*.

712

after

Does an appositive phrase, like a clause, contain a subject and a verb? (*Yes, No*)

981

982

my teeth  
chattering.

Continue to follow the directions for the previous frame:

*The band was playing. The team rushed onto the field.*

\_\_\_\_\_, the team rushed  
onto the field.

1251

1252

Either of these  
is correct:  
3-1-2  
1-3-2

Continue to follow the directions for the previous frame:

1. we bought an ashtray

2. at the souvenir stand

3. made of shells

1521

1522

Correct

The branch of medicine which Dr. Nelson specializes is skin diseases.

1791

1792

wakes

If making the change indicated after each sentence would make it necessary to change the italicized verb, write only the form of the verb that would be required. If the verb would remain the same, write *Correct*.

Where *is* your ticket? (Change ticket to tickets.)

2060

2061

The injured man was taken to the hospital.

Continue to follow the directions for the previous frame:

People *should not keep* bananas in a refrigerator.

2329

2330

themselves

Supply the proper reflexive pronoun:

We can set our stove to turn \_\_\_\_\_ off.

2598

2599

, Virginia,

Mr. Higgins my counselor understood how I a new student felt on my first day in high school.

(Note: Look for two appositives.)

2867

2868

2. Capitalize the names of nationalities, languages, races, religions, and the adjectives formed from these names.

American	Negro	Catholic	Protestant
Italian	Indian	Methodist	Jew (Jewish)

a

Copy the words that require capitals:

There is an ancient catholic church in this spanish town.

3136

3137

sometimes  172	<p>a. The price of steel <u>rose</u> as a result of the strike.</p> <p>b. The <u>price</u> <u>rose</u>.</p> <p>Although sentence <i>a</i> provides more detail than sentence <i>b</i>, the verb <b>rose</b> makes a (<i>complete, incomplete</i>) statement about the subject in both sentences.</p> <p style="text-align: right;">173</p>
----------------------	--

b  442	<p style="text-align: center;"><b>Because the road was rough</b></p> <p>This word group would become a sentence if we dropped the word _____.</p> <p style="text-align: right;">443</p>
--------------	---

vegetables  712	<p style="text-align: center;"><b>We raise</b> <i>whatever we need.</i></p> <p>When we omit the noun clause in this sentence, does a complete sentence remain? (<i>Yes, No</i>)</p> <p style="text-align: right;">713</p>
-----------------------	---

No  982	<p>When an appositive phrase is omitted from a sentence, does a grammatically complete sentence remain? (<i>Yes, No</i>)</p> <p style="text-align: right;">983</p>
---------------	--

The band playing.  1252	<p><b>The dog was shivering on the doorstep.</b> <i>His rough coat was covered with snow.</i></p> <p><b>The dog was shivering on the doorstep,</b> _____</p> <p style="text-align: right;">1253</p>
----------------------------------	---

<p>Either of these is correct:</p> <p>2-1-3 1-3-2</p> <p>1522</p>	<p>1. my aunt flew to Florida</p> <p>2. after Claude went to college</p> <p>3. to bask in the sunshine</p> <p style="text-align: right;">1523</p>
---	---



medicine *in* which  
or  
specializes *in*

1792

Tony would not take any advice except his father.

1793

are

2061

Selecting the right color *is* very important. (Change color to colors.)

2062

Bananas should  
not be kept in  
a refrigerator.

2330

(Note: The passive form of *left* is *was left*; the passive form of *had left* is *had been left*.)

**Sally had left the iron on all night.**

2331

itself

2599

Supply an intensive pronoun to emphasize the subject students:

The students \_\_\_\_\_ patrol the corridors.

2600

, my counselor,  
, a new student,

2868

The famous Dionne quintuplets were born on May 28 1934 in Callander Ontario.

2869

Catholic, Spanish

3137

Copy the words that require capitals:

The author had lived on several indian reservations in the west.

3138

<p>complete</p> <p>173</p>	<p><b>The price of steel <u>rose</u> as a result of the strike.</b></p> <p>Does the verb <b>rose</b> require a complement to complete the meaning of this sentence? (<i>Yes, No</i>)</p> <p>174</p>
<p>Because</p> <p>443</p>	<p>Every clause is used like a single word—like an <i>adverb</i>, an <i>adjective</i>, or a <i>noun</i>.</p> <p>Since no adverb, adjective, or noun makes sense by itself, it follows that no clause that is used like one of these words makes sense by itself either.</p> <p>Only a (<i>clause, sentence</i>) makes sense by itself.</p> <p>444</p>
<p>No</p> <p>713</p>	<p><b>We raise</b> (<i>whatever we need</i>).</p> <p>If we omitted the noun clause, the sentence would lack a (<i>subject, direct object</i>).</p> <p>714</p>
<p>Yes</p> <p>983</p>	<p>An appositive phrase, because it is an “extra,” should be set off from the rest of the sentence by commas. (<i>True, False</i>)</p> <p>984</p>
<p>his rough coat covered with snow.</p> <p>1253</p>	<p><b>Refugees wandered about aimlessly. <i>Their homes were destroyed.</i></b></p> <p><b>Refugees wandered about aimlessly, _____</b></p> <p>_____</p> <p>1254</p>
<p>2-1-3 1-3-2</p> <p>1523</p>	<p>1. clean your hands 2. after you paint 3. with turpentine</p> <p>_____</p> <p>1524</p>

except *from* his  
or  
his father's

1793

Next year we lose our best pitcher and hitter. (one person)

1794

Correct

2062

This is the finest stock car that *was* ever built. (Change the finest stock car to one of the finest stock cars.)

2063

The iron had  
been left on  
all night.

2331

**They guarantee these batteries for one year.**

2332

themselves

2600

Do not use a reflexive pronoun in place of a simple pronoun like *I*, *he*, or *we*—especially in careful speech or in formal writing.

a. *I* went fishing.      b. Dad and *I* went fishing.

In which sentence might you sometimes hear *myself* instead of *I*? \_\_\_\_\_

2601

May 28, 1934,  
Callander,

2869

Yes we must realize my young friends that failure is often a steppingstone to success.

2870

Indian, West

3138

Copy the words that require capitals:

**There are negroes of both the catholic and protestant faiths.**

3139

	<p>Here are two different <i>action verb</i> patterns:</p> <p><i>Subject—Action Verb (S—V)</i></p> <p><i>Subject—Action Verb → Direct Object (S—V—DO)</i></p> <p><b>Several athletes from our school competed.</b></p>	
No		
174	The pattern of this sentence is (S—V, S—V—DO).	175
sentence	<p>In this lesson you will study <b>adverb clauses</b>.</p> <p>As its name suggests, an adverb clause is a clause that is used as an (<i>adjective, adverb</i>).</p>	
444		445
direct object	<p>An <i>indirect</i> object precedes the <i>direct</i> object and shows <i>to whom</i> (or <i>to what</i>) or <i>for whom</i> (or <i>for what</i>) something is done.</p> <p><b>She will pay the finder a reward.</b></p> <p>The indirect object in the above sentence is the noun _____</p>	
714		715
True	<div> <div>Lesson</div> <div>26</div> <div>The Process of Reduction</div> </div> <div>[From 58C-1021]</div>	
984		
their homes destroyed.	<p><b>Hundreds of persons work on each car. Each person performs one small operation.</b></p> <p><b>Hundreds of persons work on each car, _____</b></p> <p>_____</p>	
1254		1255
2-1-3 1-3-2	<p>1. many people came</p> <p>2. to see the game</p> <p>3. from nearby towns</p> <p>_____</p>	
1524		1525
page 349		

Correct

A dachshund's body is long and its legs very short.

1794

1795

were

The principal and the assistant principal *attend* every game.  
(Change and to or.)

\_\_\_\_\_

2063

2064

These batteries  
are guaranteed  
for one year.

The voters *will vote* upon this proposal at the next election.

\_\_\_\_\_

\_\_\_\_\_

2332

2333

b

- a. *I* went fishing.  
b. Dad and *I* went fishing.

Since you would never use *myself* in sentence *a*, it would seem just as unreasonable to use *myself* in sentence *b*.

In both sentences, *I* is used as the \_\_\_\_\_ of  
the verb **went**.

2601

2602

Yes,  
my young friends,

It is human failure not mechanical failure that is responsible  
as a matter of fact for most of the slaughter on our high-  
ways.

2870

2871

Negroes, Catholic,  
Protestant

3. Capitalize the entire names of organizations, companies,  
buildings, theaters, and institutions such as schools, clubs,  
churches, libraries, and hospitals.

- a. Evanston high school      b. Evanston High School

Which is correctly capitalized? \_\_\_\_\_

3139

3140



Subject—Action Verb (S—V)

Subject—Action Verb → Direct Object (S—V—DO)

S—V

Henry Thoreau filled many notebooks with his careful observations of nature.

175

The pattern of this sentence is (S—V, S—V—DO).

176

adverb

An ordinary adverb modifies a verb by answering questions such as **When?** **Where?** or **How?** about its action.

**Our sales increased** *recently*.

445

The word *recently* is an adverb because it tells **when** about the verb \_\_\_\_\_.

446

finder

a. **She will pay the finder a reward.**

b. **She will pay whoever finds the dog a reward.**

715

Write the four-word noun clause in sentence *b* that takes the place of the indirect object **finder** in sentence *a*.

716

When we substitute a simpler word group for a longer and more complicated word group, we say that we *reduce* the longer word group.

To reduce a word group means to (*simplify, complicate*) it.

986

each person  
performing one  
small operation.

1255

In this and the following frames, eliminate the **and** by changing the italicized statement to a noun-participle phrase. (Rewrite the complete sentence.)

*Their money was spent,* **and the children left the carnival.**

1256

1-3-2

2-1-3

3-1-2

1525

1. she gave the cookies

2. to the children

3. that had stuck to the pan

1526

legs are very

1795

Cathy's reason for breaking the date was she had a bad headache.

1796

attends

2064

Neither his hands nor his face *was* clean. (Reverse the positions of **hands** and **face**.)

2065

This proposal  
will be voted  
upon at the  
next election.

2333

Mother *had put* the letter in the wrong envelope.

2334

subject

2602

Do not use a reflexive pronoun unless the word it stands for appears earlier in the sentence.

**Corey excused *himself* and left early.**

The pronoun *himself* is correctly used because it stands for the noun \_\_\_\_\_ earlier in the sentence.

2603

, not mechanical  
failure,  
, as a matter  
of fact,

2871

**The Liberty Bell cracked on July 8 1835 when it was tolled for the death of John Marshall Chief Justice of the United States.**

2872

b

3140

Copy and capitalize the words that require capitals:

**The Rotary club made a donation to the Hillside children's hospital.**

3141

S—V—DO

- a. Our teacher will return in a few days.  
b. Our teacher will return the test papers.

Which sentence is in the S—V—DO pattern? \_\_\_\_\_

176

177

increased

- a. Our sales increased *recently*.  
b. Our sales increased *when we lowered our price*.

Both the adverb clause in sentence *b* and the adverb *recently* in sentence *a* tell (*where, when, how*) about the verb **increased**.

446

447

whoever finds  
the dog

**She will pay** *whoever finds the dog* a reward.

An indirect object is not an essential part of the sentence framework.

If we omit the clause in the above sentence, does a complete sentence remain? (*Yes, No*)

716

717

simplify

In general, express your idea in the simplest word group you can without sacrificing clearness. A good sentence, like a good machine, has no useless parts.

If you can express your idea in a prepositional phrase, don't use (*a sentence, an adjective*).

986

987

Their money  
spent, the  
children left  
the carnival.

*No guides were available, and we had to depend on ourselves.* (Change *were* to *being*.)

1256

1257

1-3-2  
2-1-3

## Lesson 42 Recognizing Dangling Word Groups

[Frames 1528-1590]

1526

was *that* she

1796

We can learn from almost everyone whom we come in contact.

1797

were

2065

This kind of rice *cooks* very fast. (Change rice to beans.)

2066

The letter had been put in the wrong envelope.

2334

## Lesson 65 Review: Using Verbs Correctly

[Frames 2336–2368]

Corey

2603

- a. The two brothers put *themselves* through college.  
b. Ralph and *himself* paid their own way through college.
- In which sentence is the reflexive pronoun used correctly?
- \_\_\_\_\_

2604

July 8, 1835,  
Marshall,

2872

Well the interview by the way lasted for over an hour.

2873

Club, Children's  
Hospital

3141

Such words as *company*, *building*, *theater*, *college*, *high school*, *church*, and *hospital* are not capitalized unless they are a part of a particular name.

### a Baptist church

Is this the name of only one particular church at a particular location? (Yes, No)

3142

	<p>a. The principal spoke a few words. b. The principal spoke briefly.</p> <p>Which sentence is in the <i>S-V-DO</i> pattern? _____</p>	
b		
177		178
	<p>a. Our sales increased <i>recently</i>. b. Our sales increased <i>when we lowered our price</i>.</p> <p>Because the clause in sentence <i>b</i> does the same job as the adverb in sentence <i>a</i>, it is an _____</p> <p>clause.</p>	
when		
447		448
	<p>a. This is my recipe for fudge. b. This is how I make fudge.</p> <p>Both the noun clause <i>how I make fudge</i> in sentence <i>b</i> and the noun <i>recipe</i> in sentence <i>a</i> complete the meaning of the linking verb <i>is</i>.</p> <p>Both are used as (<i>subject complements, direct objects</i>).</p>	
Yes		
717		718
	<p>1. Sentence      3. Phrase (verbal, appositive, prepositional) 2. Clause      4. Single word (adjective, adverb)</p> <p>As we proceed through this list from 1 to 4, the sentence elements become more (<i>simple, complicated</i>).</p>	
a sentence		
987		988
	<p><b>Mrs. Koss entered the store, and her three children were trailing after her.</b></p> <p>_____</p> <p>_____</p>	
No guides being available, we had to depend on ourselves.		
1257		1258
	<p>You have seen that it is a good idea, now and then, to begin a sentence with an introductory phrase or clause.</p> <p>PRESENT PARTICIPIAL PHRASE: <i>Climbing the ladder,...</i> ADVERB CLAUSE: <i>As Jim climbed the ladder,...</i></p> <p>The word group that doesn't tell <b>who</b> climbed the ladder is the (<i>phrase, clause</i>).</p>	
		1528
	page 355	



everyone *with*  
whom

1797

# Lesson 50 Making Logical Comparisons

[Frames 1799-1837]

Correct

Gambling *was* his downfall. (Change gambling to horses.)

\_\_\_\_\_

2066

2067

In this and the following frames, write the correct forms of the verbs in parentheses:

If the chairman had \_\_\_\_\_ (*give*) me a chance, I would have \_\_\_\_\_ (*speak*).

2336

a

Underline the correct pronoun:

I hope that your mother and (*you, yourself*) can attend my commencement.

2604

2605

Well,  
, by the way,

I wonder Phyllis if you ever see our old neighbors the Bur-  
gesses at church.

2873

2874

No

a. a new Baptist church      b. Calvary Baptist church

In which item should **church** be capitalized because it is part of the special name of a particular church? \_\_\_\_\_

3142

3143

	In addition to a <i>direct</i> object, the <i>S-V-DO</i> sentence sometimes contains an <i>indirect</i> object, which explains <i>to whom</i> (or <i>to what</i> ) or <i>for whom</i> (or <i>for what</i> ) something is done.	
a	a. Mr. Harvey sold his stamp collection recently. b. Mr. Harvey sold my brother his stamp collection.	
178	Which sentence contains an indirect object? _____	179
adverb	Think of an adverb clause as a "stretched-out" adverb consisting of a number of words and having a <i>subject</i> and a _____	
448		449
subject complements	<b>This is</b> ( <i>how I make fudge</i> ). We cannot omit the noun clause because we should lose an essential part of the sentence framework. The part we would lose is the ( <i>subject, direct object, subject complement</i> ).	
718		719
simple	The process of reducing a word group to a simpler word group is called <b>reduction</b> . a. Changing a sentence to an appositive phrase. b. Changing a single word to a clause.	
988	Which is an example of reduction— <i>a</i> or <i>b</i> ? _____	989
Mrs. Koss entered the store, her three children trailing after her.	<b>Shirley came to the door, and her hair was done up in pin curls.</b> (Insert the noun-participle phrase after <b>Shirley</b> .) _____ _____	
1258		1259
phrase	PAST PARTICIPIAL PHRASE: <i>Packed in straw, . . .</i> ADVERB CLAUSE: <i>When this clock is packed in straw, . . .</i> The word group that doesn't tell <b>what</b> was packed in straw is the ( <i>phrase, clause</i> ).	
1528		1529

Make comparisons only between things of the same class.

WRONG: **Tommy's vocabulary is like an adult.**

This comparison is faulty because Tommy's *vocabulary* is not like an *adult*. It is like an adult's \_\_\_\_\_.

1799

were

**Potatoes are our main crop.** (Reverse the positions of **pota-**  
**toes** and **our main crop.**)

2067

2068

given, spoken

**The window was \_\_\_\_\_ (break) when I \_\_\_\_\_**  
**(see) it.**

2336

2337

#### DEMONSTRATIVE PRONOUNS

Demonstrative pronouns (or adjectives) are used to point out. There are only four demonstrative words:

you

**this      that      these      those**

Do you find the word *them* among these words? (Yes, No)

2605

2606

, Phyllis,  
, the Burgesses,

**Mr. Knox the principal pointed out that the boys after all**  
**were only children not adults.**

2874

2875

a. the Kirby oil company

b. a large oil company

b

In which item should the words **oil company** be capitalized because they are part of the name of a particular company?

3143

3144

b

**Mr. Harvey sold my brother his stamp collection.**

The indirect object in this sentence is \_\_\_\_\_.

179

180

verb  
(or predicate)

**Our farm begins *here*.**

The word *here* is an adverb because it tells **where** about the verb \_\_\_\_\_.

449

450

subject  
complement

**We were still ten miles from our *destination*.**

The noun *destination* is the object of the preposition \_\_\_\_\_.

719

720

a

- a. Changing a sentence to an appositive phrase.  
b. Changing a single word to a clause.

Which change would be preferable in your writing? \_\_\_\_\_

989

990

Shirley, her hair  
done up in  
pin curls, came  
to the door.

**Ten scouts stood on the stage, and each was holding a different flag.** (Insert the phrase after **scouts**.)

\_\_\_\_\_

\_\_\_\_\_

1259

1260

phrase

PREPOSITIONAL GERUND PHRASE: *After biting six children, . . .*

ADVERB CLAUSE: *After the dog had bitten six children, . . .*

The phrase doesn't tell you **who** or **what** bit the children, but the clause tells you that it was a \_\_\_\_\_.

1529

1530

vocabulary

1799

- a. Tommy's *vocabulary* is like an adult.  
b. Tommy's *vocabulary* is like the *vocabulary* of an adult.  
Which comparison is correct? \_\_\_\_\_

1800

is

2068

One hour hardly *seems* enough time for this job. (Change One hour to Two hours.)  
\_\_\_\_\_

2069

broken, saw

2337

Bob might have \_\_\_\_\_ (*become*) ill from all the ice water that he \_\_\_\_\_ (*drink*).

2338

No

2606

The word *them* is not a demonstrative pronoun. It is the (*objective, nominative*) form of the personal pronoun **they**.

2607

, the principal,  
, after all,  
, not

2875

**The Chinese Telephone Exchange 743 Washington Street San Francisco California 94103 welcomes visitors.**

2876

a

3144

4. Capitalize the names of the days of the week, months, and holidays, but *not* the names of the seasons.

**Wednesday  
February**

**Christmas  
Memorial Day**

**spring  
fall**

Copy the words that require capitals:

**In the autumn we look forward to thanksgiving day.**

3145



brother

180

Mr. Harvey sold my brother his stamp collection.

When an indirect object is present, it always comes (*before, after*) the direct object.

181

begins

450

- a. Our farm begins *here*.
- b. Our farm begins *where the road turns*.

The adverb clause in sentence *b* does the same job as the adverb *here* in sentence *a*.

Both tell (*where, when, how*) about the verb **begins**.

451

from

720

- a. We were still ten miles from our *destination*.
- b. We were still ten miles from *where we were going*.

In sentence *a*, the noun *destination* is the object of the preposition **from**.

Write the noun clause in sentence *b* that is the object of the preposition **from**. \_\_\_\_\_

721

a

990

When you reduce a word group, you generally improve your writing by using (*fewer, more*) words.

991

Ten scouts,  
each holding a  
different flag,  
stood on the  
stage.  
1260

## Lesson 34 Review: Devices for Sentence Variety

[Frames: 1262-1278]

dog

1530

INFINITIVE PHRASE: *To get more business, . . .*

ADVERB CLAUSE: *If a company wants to get more business, . . .*

The phrase doesn't tell you **who** or **what** is to get more business, but the clause tells you that it is a \_\_\_\_\_

1531

- a. Tommy's *vocabulary* is like the *vocabulary* of an adult.  
b. Tommy's *vocabulary* is like *that* of an adult.

b

Each of these sentences is correct because *vocabulary* is compared with *vocabulary*.

In sentence *b*, the word that stands for *vocabulary* is the pronoun \_\_\_\_\_.

1800

1801

Correct

What color *is* its hair? (Change hair to eyes.)

\_\_\_\_\_

2069

2070

become, drank

When Connie \_\_\_\_\_ (come) into the house, her ears were \_\_\_\_\_ (freeze).

2338

2339

objective

Use the demonstrative pronoun (or adjective) *those*, not the personal pronoun *them*, to point out persons or things.

- a. *Them* are good cookies. I like *them* cookies.  
b. *Those* are good cookies. I like *those* cookies.

The correct sentences follow the letter (*a*, *b*).

2607

2608

, 743  
Washington Street,  
San Francisco,  
California, 94103

2876

## Lesson 80 Commas for Nonrestrictive Clauses

[Frames 2878-2911]

Thanksgiving  
Day

- a. Our winter sale begins after New Year's.  
b. Our Winter sale begins after new year's.

Which sentence is correctly capitalized? \_\_\_\_\_

3145

3146

before

The charcoal gives the meat a tangy flavor.

The indirect object in this sentence is \_\_\_\_\_

181

182

where

a. Mr. Crane spoke *seriously*.

b. Mr. Crane spoke *as if he meant business*.

Both the adverb clause in sentence *b* and the adverb *seriously* in sentence *a* tell (*when, where, how*) about the verb **spoke**.

451

452

where we  
were going

We were still ten miles from (*where we were going*).

We cannot omit the noun clause because the preposition **from** would then be without an \_\_\_\_\_

721

722

fewer

We have spent many frames on reducing sentences to subordinate word groups—to clauses and various kinds of phrases. Now we shall practice other types of reduction.

**Ann stumbled** *while she was coming down the stairs*.

Which two words can you omit from the adverb clause without changing the meaning? \_\_\_\_\_

991

992

Each sentence lettered *a* represents one of the devices you have studied in this unit. Rewrite each sentence lettered *b*, putting it in the same arrangement as *a*.

a. **This fact no sensible person will deny.**

b. **The dog refused to eat these biscuits.**

1262

company

CLAUSES: *As Jim climbed the ladder, . . .*

*When this clock is packed in straw, . . .*

*After the dog had bitten six children, . . .*

*If a company wants to get more business, . . .*

Do clauses have subjects that tell **whom** or **what** they are about? (*Yes, No*)

1531

1532

<p>that</p> <p>1801</p>	<p>Tommy's vocabulary is like an adult's.</p> <p>This comparison is also correct because the possessive noun <i>adult's</i> implies an adult's _____.</p> <p>1802</p>
<p>are</p> <p>2070</p>	<p>This is the best fair that <i>was</i> ever held here. (Change the best fair to one of the best fairs.)</p> <p>_____</p> <p>2071</p>
<p>came, frozen</p> <p>2339</p>	<p>Terry had _____ (<i>grow</i>) so much that you would hardly have _____ (<i>know</i>) him.</p> <p>2340</p>
<p>b</p> <p>2608</p>	<p>Underline the correct word:</p> <p>Why don't we ask (<i>those, them</i>) fellows to help us?</p> <p>2609</p>
	<p>Adjective clauses begin with the relative pronouns <b>who</b> (<b>whose, whom</b>), <b>which</b>, and <b>that</b>.</p> <p>An adjective clause, like an adjective, modifies a noun or a _____.</p> <p>2878</p>
<p>a</p> <p>3146</p>	<p>5. Capitalize the brand names of particular products, but <i>not</i> the types of products that they identify.</p> <p>Sunkist oranges      Chrysler car      Protecto paint</p> <p>Copy the words that require capitals:</p> <p>The makers of Broadway shirts recommend that you use swish detergent. _____</p> <p>3147</p>

meat

- a. Shirley read *Cynthia* her letter.  
b. Shirley read her letter to *Cynthia*.

In which sentence is *Cynthia* an indirect object? \_\_\_\_\_

182

183

how

Besides telling **when**, **where**, and **how** about verbs, as adverbs can do, adverb clauses can also tell **why**.

- a. **We moved** *because our house was too small*.  
b. **We moved** *where there were very few other houses*.

In which sentence does the adverb clause tell **why** about the verb **moved**? \_\_\_\_\_

452

453

object

An *appositive* is a noun or pronoun set after another noun or pronoun to explain it.

**His last hope, *rescue by the Marines*, was soon to be realized.**

The appositive *rescue*, with its modifiers, follows and explains the noun \_\_\_\_\_.

722

723

she was

**Ann stumbled** *while (she was) coming down the stairs*.

The two words that we can omit from the adverb clause are the subject and a part of the \_\_\_\_\_.

992

993

These biscuits  
the dog refused  
to eat.

- a. **For a person of his age**, such exercise seems much too strenuous.  
b. **Mr. Walsh held the interest of his audience from his very first sentence.**
- \_\_\_\_\_
- \_\_\_\_\_

1262

1263

Yes

PHRASES: *Climbing the ladder, . . .*  
*Packed in straw, . . .*  
*After biting six children, . . .*  
*To get more business, . . .*

Do phrases have subjects that tell **whom** or **what** they are about? (*Yes, No*)

1532

1533



vocabulary

1802

- a. Tony's vocabulary is like the vocabulary of an adult.
- b. Tony's vocabulary is like that of an adult.
- c. Tony's vocabulary is like an adult.
- d. Tony's vocabulary is like an adult's.

The only incorrect comparison is in sentence \_\_\_\_\_.

1803

were

2071

There *was* only one street between our house and the park.  
(Change one street to three streets.)

\_\_\_\_\_

2072

grown, known

2340

I have \_\_\_\_\_ (*write*) a letter to the company,  
complaining that the dress has \_\_\_\_\_ (*shrink*).

2341

those

2609

#### POSSESSIVE PRONOUNS

Possessive pronouns show possession without the use of apostrophes. *Your's* or *our's* is just as incorrect as *hi's*.

POSSESSIVE PRONOUNS: **yours, his, hers, its, ours, theirs**

*Yours* is just like *ours*.

Do the italicized pronouns require apostrophes? (*Yes, No*)

2610

pronoun

2878

To decide whether or not to set off an adjective clause with commas, ask yourself what purpose it serves.

a. **all students**

b. **all students** *who can typewrite*

The adjective clause in *b* makes the noun **students** refer to (*more, fewer*) students.

2879

Broadway,  
Swish

3147

a. **Blue Star Gasoline**

b. **Blue Star gasoline**

Which item is correctly capitalized? \_\_\_\_\_

3148

	A linking verb can never by itself make a complete statement about its subject.	
a	A linking verb must ( <i>always, sometimes</i> ) be completed by a subject complement that describes or identifies the subject of the sentence.	184
183		

	An adverb clause can also answer the question <b>On what condition?</b> or <b>Under what condition?</b> about the verb.	
a	a. <b>The engine will start</b> <i>if you push the car.</i> b. <b>The engine will start</b> <i>when you turn the key.</i>	
	In which sentence does the adverb clause tell <b>on what condition</b> the engine will start? _____	454
453		

	a. <b>His last hope, rescue by the Marines, was soon to be realized.</b> b. <b>His last hope, that the Marines would rescue him, was soon to be realized.</b>	
hope	The noun clause in sentence <i>b</i> does the same job as the appositive _____ in sentence <i>a</i> .	724
723		

verb (or predicate)	The word <i>elliptical</i> means "having words omitted." An adverb clause from which words have been omitted is an <b>elliptical clause</b> .	
	<b>Ann stumbled</b> <i>while (she was) coming down the stairs.</i>	
	In the above sentence, using an elliptical clause eliminates _____ words. (How many?)	994
993		

From his very first sentence, Mr. Walsh held the interest of his audience.	a. <b>The land, dry and rocky, is useless for farming.</b> b. <b>The old, dingy city hall was being remodeled.</b> _____ _____	1264
1263		

No	Since a phrase leaves your reader in the dark, you must answer the question <b>Who?</b> or <b>What?</b> at the beginning of the main statement that follows.	
	a. <i>Going up the ladder, a branch</i> hit Jim's head. b. <i>Going up the ladder, Jim</i> hit his head on a branch.	
	Which sentence answers the question <b>Who?</b> _____	1534
1533		

- c
- Our customs are different from the customs of Mexico.
  - Our customs are different from Mexico.
  - Our customs are different from Mexico's.
  - Our customs are different from those of Mexico.

1803 The only incorrect comparison is in sentence \_\_\_\_\_. 1804

# UNIT 9: SOLVING YOUR VERB PROBLEMS

## were Lesson 58 A Group of Similar Three-Part Verbs

2072 [Frames 2074-2109]

written, shrunk You would not have \_\_\_\_\_ (eat) it if you had  
\_\_\_\_\_ (see) it made.

2341 2342

Because apostrophes are needed to make nouns possessive, it is a natural and common mistake to use them with pronouns, too.

No Underline the italicized word which requires an apostrophe to show possession:

2610 We parked *ours* in Stanley's driveway. 2611

- fewer
- people
  - people *who fail to vote*

People means *all* people.

2879 By adding the clause *who fail to vote*, we (increase, limit) the number of people we are talking about. 2880

6. Capitalize the names of governmental bodies, agencies, departments, and offices.

- b
- |               |                     |                      |
|---------------|---------------------|----------------------|
| Senate        | Board of Education  | City Council         |
| Supreme Court | Treasury Department | Department of Health |

Copy the words that require capitals:

3148 The congress referred the matter to the state department. 3149

	a. are, were, seemed, became b. ate, took, studied, listened	
always	Would you expect to find a subject complement after the words in group <i>a</i> or group <i>b</i> ? _____	
184		185

	a. Vern went to school <i>because a test was scheduled</i> . b. Vern went to school <i>although he had a bad cold</i> .	
a	In which sentence does the adverb clause tell <b>under what condition</b> Vern went to school? _____	
454		455

	His last hope, <i>that the Marines would rescue him</i> , was soon to be realized.	
rescue	His last hope . . . was soon to be realized.	
	When we omit the noun clause used as an appositive, does a complete sentence remain? ( <i>Yes, No</i> )	
724		725

	<b>Crackers will stay crisp</b> <i>if they are kept in a tin box</i> .	
two	Write the elliptical clause to which the italicized adverb clause can be reduced: _____	
994		995

	a. The job would have been simple had I used the right tools. b. Helen would have sung if we had urged her.	
The city hall, old and dingy, was being remodeled.	(In revising sentence <i>b</i> , eliminate the adverb clause signal <b>if</b> , and keep the ideas in the same order.) _____ _____	
1264		1265

	WRONG: <i>Going up the ladder</i> , a branch hit Jim's head.	
b	Since there is no word for the italicized phrase to modify, it appears to modify the noun <b>branch</b> .	
	Is it the <b>branch</b> that is <i>going up the ladder</i> ? ( <i>Yes, No</i> )	
1534		1535

Always make sure that your comparisons are logical.

b                      **WRONG: Montreal is larger than any city in Canada.**

Does *any city* include the city of Montreal? (Yes, No)

1804

1805

The three basic forms of a verb from which all its various tenses are formed are called the **principal parts** of the verb.

**PRESENT**

**PAST**

**PAST PARTICIPLE**

**talk**

**talked**

**(have) talked**

Both the *past* and the *past participle* of this verb end with the two letters \_\_\_\_\_.

2074

eaten, seen

When I \_\_\_\_\_ (*run*) to the window, the car had already \_\_\_\_\_ (*drive*) away.

2342

2343

Stanley's

a. *Carols coat is newer than Virginias.*

b. *Yours is newer than hers.*

Which sentence is correct without apostrophes? \_\_\_\_\_

2611

2612

limit

**To restrict** means "to limit the number."

When we say the use of a parking lot is *restricted* to customers, we mean that its use is \_\_\_\_\_ to customers and that not everyone can park there.

2880

2881

Congress, State  
Department

a. **Federal Bureau of Investigation**

b. **Federal bureau of investigation**

Which item is correctly capitalized? \_\_\_\_\_

3149

3150



*Subject—Linking Verb — Subject Complement (S—LV—SC)*

1 → 2

a. Larry lost his voice.

1 ← 1

b. Larry became hoarse.

185 Which sentence is in the S—LV—SC pattern? \_\_\_\_\_

186

Learn to recognize the clause signals that tell us that an adverb clause is beginning. They are grouped according to the kind of information that the clauses supply.

b WHEN? **while, when, whenever, as, as soon as, before, after, since, until**

455 Look for adverb clauses (*before, after*) these words.

456

Yes A noun clause is generally an essential part of the sentence framework and cannot be omitted. The only exceptions are noun clauses used as indirect objects or as appositives.

725 If a noun clause is used as a subject, direct object, subject complement, or object of a preposition, it (*can, cannot*) be omitted.

726

if kept in a tin box. *While he was looking for a job, Ted had many disappointments.*

995 Write the elliptical clause to which the italicized adverb clause can be reduced: \_\_\_\_\_

996

Helen would have sung had we urged her. a. **Now that Jack has a driver's license, he wants to drive all the time.**

b. **I have a typewriter, and my work looks neater.**

1265 \_\_\_\_\_  
1266

A phrase that has no word to modify or appears to modify the wrong word is a **dangling phrase**. It is like a plane circling in the air with no place to land.

No a. *Going up the ladder, Jim hit his head on a branch.*

b. *Going up the ladder, a branch hit Jim's head.*

1535 Which sentence contains a dangling phrase? \_\_\_\_\_

1536

Yes	1805	WRONG: Montreal is larger than any city in Canada. Since any city includes Montreal, this sentence states that Montreal is larger than itself. Therefore, this comparison is (logical, illogical).	1806						
ed	2074	The past participle of a verb is the form we use in combination with any form of the helping verb have or be. <table><tr><td>PRESENT</td><td>PAST</td><td>PAST PARTICIPLE</td></tr><tr><td>talk</td><td>talked</td><td>(have) talked</td></tr></table> In the case of the verb talk, is there any difference between the past and past participle form? (Yes, No)	PRESENT	PAST	PAST PARTICIPLE	talk	talked	(have) talked	2075
PRESENT	PAST	PAST PARTICIPLE							
talk	talked	(have) talked							
ran, driven	2343	Sam _____ (give) the police a description of the bicycle that had been _____ (steal).	2344						
b	2612	No blunder is more common than confusing the possessive pronoun its (belonging to it) with the contraction it's (= it is). RIGHT: It's (= It is) waiting for its (possessive) meal. Underline the correct words in the following sentence: (It's, Its) mother knows when (it's, its) hungry.	2613						
limited	2881	A clause that restricts or limits the number of the word it modifies is called a restrictive clause. A restrictive clause makes the word it modifies mean (less, more) than it would mean without the clause.	2882						
a	3150	In this and the following frames, copy only the words in each sentence to which capitals need to be added, according to the rules presented in this lesson: Memorial day comes in the spring, not in the fall.	3151						

page 372

b

a. Larry became a . . .

b. Larry found a . . .

Which sentence would be completed by a subject complement? \_\_\_\_\_

186

187

after

There are only two clause signals which can start adverb clauses that answer the question **Where?**

**WHERE?** *where, wherever*

**Mother hid the candy** *where no one could find it.*

456

The adverb clause modifies the word (*hid, candy*).

457

cannot

A noun clause is a clause that is used in any way that a \_\_\_\_\_ can be used.

726

727

While looking  
for a job,

An adverb clause can often be reduced to a present participial phrase.

*When I saw the child, I put on the brakes.*

*Seeing the child, I put on the brakes.*

This reduction eliminates \_\_\_\_\_ words. (How many?)

996

997

Now that I have  
a typewriter,  
my work looks  
neater.

a. **Once a forest fire starts, it is hard to control.**

b. **After you play a card, you can't take it back.**

1266

1267

b

*Going up the ladder, Jim hit his head on a branch.*

Now the phrase no longer dangles because the question **Who?** is answered by the noun \_\_\_\_\_

1536

1537

illogical

- a. Montreal is larger than *any* city in Canada.  
b. Montreal is larger than *any other* city in Canada.

Which comparison is correct? \_\_\_\_\_

1806

1807

English verbs fall into two general classes: **regular** and **irregular** verbs. Verbs are classified as regular when both their past and past participle forms end with *-ed*.

No

PRESENT

PAST

PAST PARTICIPLE

talk

talked

(have) talked

2075

The verb **talk** is (*regular, irregular*).

2076

gave, stolen

The bell was \_\_\_\_\_ (*ring*) just after Walter had  
\_\_\_\_\_ (*begin*) his talk.

2344

2345

Its, it's

Do not write the word **it's** unless you can put the words  
\_\_\_\_\_ in its place.

2613

2614

less

**Students** *who do failing work* may not participate in sports.

This sentence does not make a statement about *all* students.

It makes a statement only about those *who* \_\_\_\_\_

2882

2883

Day

The hurricane veered west on monday night and struck  
several states along the atlantic ocean.

(Does **west** indicate a direction, or does it name a geographical section of the country? See frame 3135, page 340.)

3151

3152

In one sentence, *are getting* is an action verb followed by a direct object; in the other, it is a linking verb followed by a subject complement.

a

- a. **The boys are getting their own lunch.**
- b. **The boys are getting hungry.**

187

The verb *are getting* is a linking verb in sentence \_\_\_\_\_

188

Only two clause signals can start adverb clauses that answer the question **How?**

**HOW? as if, as though**

hid

- a. **Mr. Kay frowned as we told him our plan.**
- b. **Mr. Kay frowned as if he were doubtful.**

457

The clause in sentence (a, b) tells **how** Mr. Kay frowned.

458

The words **that, whether, what, how,** and **why** are often used as clause signals to start noun clauses.

noun

*That anyone should believe this rumor is absurd.*

The noun clause begins with the word \_\_\_\_\_ and

727

ends with the word \_\_\_\_\_.

728

Fill in the present participial phrase to which the adverb clause can be reduced:

two

*Because I wanted experience, I fixed the radio myself.*

997

\_\_\_\_\_, I fixed the radio myself.

998

Once you play a card, you can't take it back.

1267

- a. **Good as the play was, many did not appreciate it.**
- b. **The book was long, but it held my interest.**

1268

Jim

*Packed in straw, you can ship this clock anywhere.*

Is the introductory phrase followed closely by a word that tells **what** is *packed in straw*? (Yes, No)

1537

1538



	WRONG: <b>Montreal is the largest of <i>any other city</i> in Canada.</b> The words <i>any other city</i> mean only <i>one</i> city. Can Montreal be the largest of <i>one</i> city? ( <i>Yes, No</i> )							
b								
1807		1808						
	Of the thousands of verbs in our language, fewer than 150 are irregular. A verb is classified as irregular when its past and past participle forms do not end with <i>-ed</i> .							
regular	<table><tr><td>work</td><td>worked</td><td>(have) worked</td></tr><tr><td>drive</td><td>drove</td><td>(have) driven</td></tr></table>	work	worked	(have) worked	drive	drove	(have) driven	
work	worked	(have) worked						
drive	drove	(have) driven						
2076	The irregular verb is ( <i>work, drive</i> ).	2077						
	Look at these memory rhymes once again:							
	<table><tr><td>"Yes-ter-day In bed he lay."</td><td>"In pain he has lain."</td></tr></table>	"Yes-ter-day In bed he lay."	"In pain he has lain."					
"Yes-ter-day In bed he lay."	"In pain he has lain."							
rung, begun	In this and the following frames, underline the correct verbs:							
	<b>The dog (<i>lay, laid</i>) down under the chair where Noreen was (<i>sitting, setting</i>).</b>							
2345		2346						
	Underline the correct words:							
it is	( <i>It's, Its</i> ) not in ( <i>it's, its</i> ) usual place.							
2614		2615						
	<b>Students <i>who do failing work</i> may not participate in sports.</b>							
do failing work	Because the clause <i>who do failing work</i> restricts or limits the number of students we are talking about, it is a re_____ clause.							
2883		2884						
	(Be sure to capitalize an entire name, not just a part of it.)							
Monday, Atlantic Ocean	<b>The Studio theater on Madison avenue features english, italian, and other foreign films.</b>							
3152		3153						

page 376

b

The boys are getting hungry.

The word **hungry** is a (*direct object, subject complement*).

188

189

Several clause signals can start adverb clauses that answer the question **Why?**

**WHY? because, since, as, so that**

b

a. **I couldn't concentrate** *because of the noise.*

b. **I couldn't concentrate** *because the room was noisy.*

458

In which sentence does *because* start a clause? \_\_\_\_\_

459

*That anyone should believe this rumor is absurd.*

That . . . rumor

The noun clause in the above sentence is used as the \_\_\_\_\_ of the verb **is**.

728

729

An adverb clause that starts with the clause signal **so that** can often be reduced to an infinitive phrase.

Wanting  
experience,

**I set the alarm** *so that it would wake me at six.*

**I set the alarm** *to wake me at six.*

998

This reduction eliminates \_\_\_\_\_ words. (How many?)

999

a. **A lady asked me to baby-sit with her two children, neither of whom I had ever seen before.**

b. **Ann applied to two colleges, and both of them accepted her.**

Long as the  
book (it) was,  
it (the book) held  
my interest.

1268

1269

No

*Packed in straw, you can ship this clock anywhere.*

The italicized phrase is a (*dangling, correct*) phrase.

1538

1539

	<p>WRONG: Montreal is the largest of all the <i>other cities</i> in Canada.</p>							
No	<p>The words <i>all the other cities</i> exclude Montreal.</p> <p>Since Montreal is not among <i>all the other cities</i>, can it be the largest among them? (<i>Yes, No</i>)</p>	1809						
1808								
drive	<p>There is great variety among irregular verbs because they came into English from other languages and their forms have changed over the centuries without following any set pattern.</p> <table> <tr> <td>drive</td><td>drove</td><td>(have) driven</td></tr> <tr> <td>do</td><td>did</td><td>(have) done</td></tr> </table> <p>Are the forms of these two irregular verbs similar? (<i>Yes, No</i>)</p>	drive	drove	(have) driven	do	did	(have) done	2078
drive	drove	(have) driven						
do	did	(have) done						
2077								
lay, sitting	<p><b>When the curtain (<i>raised, rose</i>), a body was (<i>lying, laying</i>) on the floor of the living room.</b></p>	2347						
2346								
It's, its	<p>In this and the following frames, underline the correct pronouns or, in some cases, the pronouns appropriate for formal usage:</p> <p><b>At a buffet dinner, the guests serve (<i>themselves, their</i>self<i>s</i>).</b></p>	2616						
2615								
restrictive	<p>A sentence usually becomes untrue or absurd when you omit a restrictive clause.</p> <p>Because a restrictive clause is very essential to the meaning of a sentence, do <i>not</i> set it off with commas.</p> <p><b><i>Visitors who stay too long</i> are not welcome.</b></p> <p>Does the italicized clause require commas? (<i>Yes, No</i>)</p>	2885						
2884								
Theater, Avenue, English, Italian	<p><b>A crowd was gathered around a ford truck, where a man was giving away free samples of snowflake crackers.</b></p>	3154						
3153								

<p>subject complement</p> <p>189</p>	<p>a. The quality of the programs <i>is</i> excellent. b. The quality of the programs <i>is</i> improving.</p> <p>In one of the sentences <i>is</i> serves as a helper to the main verb. In the other, it is a linking verb followed by a subject complement.</p> <p>Which sentence contains a subject complement? _____ 190</p>
<p>b</p> <p>459</p>	<p>WHY? because, since, as, so that</p> <p>The man moved over . . . Doris and I could sit together.</p> <p>The clause signal needed in this sentence would consist of (<i>one word, two words</i>).</p> <p>460</p>
<p>subject</p> <p>729</p>	<p>A lie detector shows <i>whether you are telling the truth</i>.</p> <p>The noun clause begins with the word _____ and ends with the word _____.</p> <p>730</p>
<p>three</p> <p>999</p>	<p>He adjusted the carburetor <i>so that it would use less gas</i>.</p> <p>Fill in the infinitive phrase to which the adverb clause can be reduced:</p> <p>He adjusted the carburetor _____</p> <p>_____ 1000</p>
<p>Ann applied to two colleges, both of which accepted her.</p> <p>1269</p>	<p>a. The union held a meeting, the outcome of which was not announced. b. He was struck by a car, and the owner was not insured.</p> <p>_____</p> <p>_____ 1270</p>
<p>dangling</p> <p>1539</p>	<p>a. <i>Packed in straw</i>, you can ship this clock anywhere. b. <i>Packed in straw</i>, this clock can be shipped anywhere.</p> <p>Which sentence is correct because the introductory phrase is followed closely by the word it modifies—the word that answers the question <b>What?</b> _____</p> <p>1540</p>

No	1809	WRONG: Montreal is the largest of all the other cities in Canada. To make this comparison logical, we must omit the word _____.	1810						
No	2078	A small number of verbs such as <b>bet, hit, put,</b> and <b>shut</b> have only one form for all uses. These verbs that have reached the limit of simplification are called <i>one-part</i> verbs. <table><tr><td><b>see</b></td><td><b>saw</b></td><td><b>(have) seen</b></td></tr><tr><td><b>hit</b></td><td><b>hit</b></td><td><b>(have) hit</b></td></tr></table> The one-part verb is ( <i>see, hit</i> ).	<b>see</b>	<b>saw</b>	<b>(have) seen</b>	<b>hit</b>	<b>hit</b>	<b>(have) hit</b>	2079
<b>see</b>	<b>saw</b>	<b>(have) seen</b>							
<b>hit</b>	<b>hit</b>	<b>(have) hit</b>							
rose, lying	2347	I had ( <i>lain, laid</i> ) there reading for about an hour but then had ( <i>rose, risen</i> ) to answer the telephone.	2348						
themselves	2616	Why did the clerk put ( <i>hissself, himself</i> ) in this embarrassing position?	2617						
No	2885	A newspaper should not publish any news <i>that has not been carefully checked.</i> Read this sentence again, omitting the italicized clause. Is the clause too important to the meaning of the sentence to be set off with a comma? ( <i>Yes, No</i> )	2886						
Ford, Snowflake	3154	Our high school will open on september 5, the day after labor day.	3155						

page 380



Gwen felt . . . about the run in her stocking.

a

The missing word in this sentence would be a (*subject complement, direct object*).

190

191

Several clause signals can start adverb clauses that answer the question **On (or under) what condition?** These are **if, unless, though, although, provided that**.

two words  
(so that)

**The cake might burn** *unless you watch it*.

The adverb clause explains **under what condition** the cake

460

461

**A lie detector shows** *whether you are telling the truth*.

whether . . . truth

The noun clause is used as the \_\_\_\_\_  
of the verb **shows**.

730

731

Adjective clauses, too, can often be reduced to the same kind of verbal phrases. See how we change an adjective clause to a present participial phrase:

to use less gas.

a. **The house was built on a hill** *that overlooked a lake*.

b. **The house was built on a hill** *overlooking a lake*.

The present participle in sentence *b* is \_\_\_\_\_.

1000

1001

He was struck  
by a car, the  
owner of which  
was not insured.

a. **The fact that Andy plays the accordion** makes him very popular.

b. **Miss Daly has gray hair, but that doesn't make her old.**

1270

1271

*After biting six children, a policeman shot the dog.*

b

Since this introductory phrase is not followed by a word that sensibly answers the question **Who?** or **What?** it suggests that a \_\_\_\_\_ bit the children.

1540

1541

other

- a. Montreal is the largest of any other city in Canada.  
b. Montreal is the largest of all the other cities in Canada.  
c. Montreal is the largest of all the cities in Canada.

Which comparison is correct? \_\_\_\_\_

1810

1811

hit

burst  
cost  
find  
hurt

burst  
cost  
found  
hurt

(have) burst  
(have) cost  
(have) found  
(have) hurt

All the above verbs are one-part verbs except \_\_\_\_\_

2079

2080

lain, risen

We had (*set, sat*) a bench under a tree and had (*lain, laid*) our picnic baskets on it.

2348

2349

himself

Coach Fry told us that we might lose the game if we are too sure of (*our selves, ourselves*).

2617

2618

Yes

Suppose that a druggist were to put a sign in his window to advertise for a boy.

a. A boy is wanted.

b. A boy who has a car is wanted.

Which statement would restrict or limit the number of applicants for the job—*a* or *b*? \_\_\_\_\_

2886

2887

September,  
Labor Day

Next fall Arlene plans to attend some women's college in the east.

3155

3156

<p>subject complement</p> <p>191</p>	<p><b>Mother moved the . . . to the kitchen.</b></p> <p>The missing word in this sentence would be a (<i>subject complement, direct object</i>).</p> <p>192</p>
<p>might burn</p> <p>461</p>	<p>The adverb clause, just like the adverb it resembles, can generally be moved from one position to another in a sentence.</p> <p>a. <b>Lucille changed her mind</b> <i>when she saw the price.</i>  b. <i>When she saw the price,</i> <b>Lucille changed her mind.</b></p> <p>The adverb clause comes first in sentence (a, b).</p> <p>462</p>
<p>object or direct object</p> <p>731</p>	<p><b>You can depend on whatever he tells you.</b></p> <p>The noun clause begins with the word _____ and ends with the word _____.</p> <p>732</p>
<p>overlooking</p> <p>1001</p>	<p><b>Books may be borrowed by anyone</b> <i>who has a library card.</i></p> <p>Fill in the present participial phrase to which the adjective clause can be reduced:</p> <p><b>Books may be borrowed by anyone</b> _____</p> <p>_____</p> <p>1002</p>
<p>The fact that Miss Daly has gray hair doesn't make her old.</p> <p>1271</p>	<p>a. <b>It was fortunate that the fire broke out after school.</b>  b. <b>The child was traveling alone, and this seemed strange.</b></p> <p>_____</p> <p>_____</p> <p>1272</p>
<p>policeman</p> <p>1541</p>	<p>a. <b>After biting six children, the dog was shot by a policeman.</b>  b. <b>After biting six children, a policeman shot the dog.</b></p> <p>Which sentence is wrong because it contains a dangling phrase? _____</p> <p>1542</p>

	Now we shall look at another type of comparison.	
c	Supply the missing word that completes the comparison: <b>Greg earns as much _____ his brother.</b>	
1811		1812
	Many irregular verbs have the same form for both their past and past participles. These are called <i>two-part</i> verbs.	
find	<b>bring brought (have) brought</b> <b>spread spread (have) spread</b>	
	One of the above verbs has one part; the other has two parts.	
2080	The two-part verb is _____.	2081
set, laid	<b>Herman moved to Appleton, where he (<i>bought, buys</i>) a small newspaper.</b>	
2349		2350
ourselves	<b>Harvey and (<i>you, yourself</i>) can ride with us.</b>	
2618		2619
	<b>A boy who has a car is wanted.</b>	
b	Not any boy would apply for this job—only a boy <i>who has a car</i> .	
	The clause <i>who has a car</i> is therefore a _____	
2887	clause.	2888
East	<b>Surrounding Shady Grove park are an episcopal church, an elementary school, and a library.</b>	
3156		3157

direct object	<p>The house seemed strangely empty without the children.</p> <p>The word <b>empty</b> is a _____</p>	192	193
b	<p>a. Lucille changed her mind <i>when she saw the price</i>.</p> <p>b. <i>When she saw the price</i>, Lucille changed her mind.</p> <p>A comma is needed when the adverb clause comes (<i>before, after</i>) the main statement of the sentence.</p>	462	463
whatever . . . you	<p><b>You can depend on whatever he tells you.</b></p> <p>The noun clause is used as the object of a (<i>verb, preposition</i>).</p>	732	733
having a library card.	<p>Now we shall reduce an adjective clause to a past participial phrase:</p> <p><b>We bought some corn <i>that was picked this morning</i>.</b></p> <p>Which two words in the adjective clause can be omitted without changing the meaning? _____</p>	1002	1003
It seemed strange that the child was traveling alone.	<p>a. The article explains that, as time has gone on, football has become more complicated.</p> <p>b. Mother insisted that I had to invite Martha because she is my cousin. (Insert the adverb clause after <i>that</i>.)</p> <p>_____</p> <p>_____</p>	1272	1273
b	<p>a. While I was pushing the car, I ripped my coat.</p> <p>b. While I was pushing the car, my coat ripped.</p> <p>Are both sentences correct? (<i>Yes, No</i>)</p>	1542	1543



as	Supply the missing word that completes the comparison: <b>Greg earns <i>more</i> _____ his brother.</b>	
1812		1813
bring	<div>PRESENT</div> <div>bring catch swing</div> <div>PAST</div> <div>brought caught swung</div> <div>PAST PARTICIPLE</div> <div>(have) brought (have) caught (have) swung</div>	
2081	In two-part verbs, the past and _____ forms are the same.	2082
bought	<b>The play is about a woman who came to live with a family and (<i>tries, tried</i>) to take over.</b>	
2350		2351
you	<b>The British and (<i>ourselves, we</i>) are united by the bond of a common language.</b>	
2619		2620
restrictive	<b>Dictionaries <i>which are too small</i> are not very useful.</b> Because a restrictive clause is essential to the meaning of a sentence, it ( <i>should, should not</i> ) be set off with commas.	
2888		2889
Park, Episcopal	<b>The Civil Aeronautics administration appealed to congress for new legislation.</b>	
3157		3158

subject  
complement

193

**A membership card gives one many privileges.**

The indirect object in this sentence is the word \_\_\_\_\_.

194

before

463

- a. **Although we were tired, we finished the job.**
- b. **We finished the job although we were tired.**

The adverb clause comes first in sentence (a, b).

464

preposition

733

**This tiny spring is what powers the watch.**

The noun clause begins with the word \_\_\_\_\_  
and ends with the word \_\_\_\_\_.

734

that was

1003

**We bought some corn *that was picked this morning.***

Fill in the past participial phrase to which the adjective clause can be reduced:

**We bought some corn \_\_\_\_\_.**

1004

Mother insisted  
that, because  
Martha is my  
cousin, I had to  
invite her.

1273

- a. **No sooner had I turned in my test paper than I realized my mistake.**
- b. **It began to pour as soon as we stepped out of the house.**

\_\_\_\_\_  
\_\_\_\_\_

1274

Yes

1543

Do you remember that an elliptical clause is an adverb clause from which the subject and part of the verb have been omitted?

- a. **While I was pushing the car, . . .**
- b. **While pushing the car, . . .**

Which is an elliptical (incomplete) clause? \_\_\_\_\_

1544

than	1813	WRONG: <b>Greg earns as much, <i>if not more than</i>, his brother.</b> Omit the italicized phrase and you will see what is wrong with the above sentence. The trouble is that <b>as much</b> is followed by <i>than</i> instead of by _____.	1814						
past participle	2082	Most irregular verbs have a special form for the past participle. These are the <i>three-part</i> verbs that are responsible for most verb trouble. <table><tr><td>see</td><td>saw</td><td>(have) seen</td></tr><tr><td>catch</td><td>caught</td><td>(have) caught</td></tr></table> The three-part verb is ( <i>see, catch</i> ).	see	saw	(have) seen	catch	caught	(have) caught	2083
see	saw	(have) seen							
catch	caught	(have) caught							
tried	2351	<b>Johnny couldn't understand why a fourth (<i>was, is</i>) larger than a fifth.</b>	2352						
we	2620	<b>(<i>Those, Them</i>) dishes are exactly like (<i>our's, ours</i>).</b>	2621						
should not	2889	Less frequently, an adjective clause is used merely to provide an additional fact about the word it modifies. Such a clause may be omitted without destroying the truth or accuracy of your statement. <b>Cliff Miles, <i>who plays first base</i>, is only a sophomore.</b> Is this sentence true without the clause? ( <i>Yes, No</i> )	2890						
Administration, Congress	3158	<b>The program is sponsored jointly by the makers of zip soap and polar bear freezers.</b> (Brand names are treated somewhat differently from other names. See frame 3147, page 364.)	3159						

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# Lesson 6 One-word Modifiers: Adjectives and Adverbs

[Framus 196-297]

a

- a. Although we were tired, we finished the job.  
b. We finished the job although we were tired.

A comma is needed when the adverb clause comes (*before, after*) the main statement.

464

465

**This tiny spring is what powers the watch.**

what . . . watch

The noun clause in this sentence completes the meaning of the linking verb *is* and is used as a (*subject complement, direct object*).

734

735

picked this  
morning.

An adjective clause can sometimes be reduced to an infinitive phrase.

- You need more facts** *that will prove your argument.*  
**You need more facts** *to prove your argument.*

In the second sentence we changed the verb *will prove* to the infinitive \_\_\_\_\_.

1004

1005

No sooner had  
we stepped out  
of the house  
than it began  
to pour.

1274

- a. **Not only did George pass the course, but he also received an A.**  
b. **Phil borrowed my book, and he lost it.**
- \_\_\_\_\_
- \_\_\_\_\_

1275

b

- a. While I was pushing the car, . . .  
b. While pushing the car, . . .

After which clause would you need to tell **who** in order to avoid a dangling word group? \_\_\_\_\_

1544

1545

In combining an "as" and a "than" comparison, first complete the "as" comparison. Then add the "if" phrase at the end, where it need not be completed.

as

- a. **Greg earns as much, if not more than, his brother.**
- b. **Greg earns as much as his brother, if not more.**

1814

Which sentence is correct? \_\_\_\_\_

1815

The main danger with three-part verbs is confusing their two past forms—the simple past and the past participle.

see

PRESENT

PAST

PAST PARTICIPLE

**see**

**saw**

**(have) seen**

The past form of the verb **see** that may be used by itself without a helping verb is (*saw, seen*).

2083

2084

is

**The doctor said that too much salt (*is, was*) **bad for people.****

2352

2353

Those, ours

**Mrs. Kemp parked (*hers, her's*) **next to (*theirs, their's*).****

2621

2622

Yes

- a. **Any number** *which can be divided by two* **is an even number.**
- b. **Crater Lake, which is two thousand feet deep, has no inlet or outlet.**

In which sentence can the clause be omitted without damaging the meaning of the sentence? \_\_\_\_\_

2890

2891

Zip,  
Polar Bear

**The auditorium of the Utley high school is used for jewish religious services on saturdays and for christian services on sundays.**

3159

3160



Until this point, we have been dealing mainly with only the framework of sentences—subjects, verbs, and sometimes complements.

**Brakes cause accidents.**

Does this sentence contain any words that are not a part of its framework? (Yes, No)

196

before

- a. A child appreciates nothing if he is given too much.  
b. If a child is given too much he appreciates nothing.

Which sentence requires a comma—*a* or *b*? \_\_\_\_\_

465

466

subject  
complement

Some of the same clause signals that start adverb and adjective clauses can also start noun clauses; for example, **if, when, where, who, and which.**

If the clause is an essential part of the sentence that cannot be omitted, it is (*an adverb, an adjective, a noun*) clause.

735

736

to prove

**We are planning a program *that will stimulate an interest in science.***

Fill in the infinitive phrase to which the adjective clause can be reduced:

**We are planning a program \_\_\_\_\_**

1005

1006

Not only did Phil  
borrow my book,  
but he also  
lost it.

1275

- a. The more one reads, the more interested one becomes in the characters.  
b. As he argued more, he convinced me less.

1276

b

- a. While pushing the car, my coat ripped.  
b. While pushing the car, I ripped my coat.

Which sentence is wrong because it suggests that the coat was pushing the car? \_\_\_\_\_

1545

1546

<p>b</p> <p>1815</p>	<p>a. The new school will be as large, if not larger, than ours. b. The new school will be as large as ours, if not larger.</p> <p>Which sentence is correct? _____</p> <p>1816</p>
<p>saw</p> <p>2084</p>	<p>To avoid misusing the past and past participle forms of a verb, observe two rules:</p> <p>1. Never use the past participle by itself without some form of the helping verb <b>have</b> or <b>be</b>.</p> <p>a. I <i>seen</i> the accident.      b. I <i>saw</i> the accident.</p> <p>Which sentence is wrong? _____</p> <p>2085</p>
<p>is</p> <p>2353</p>	<p><b>Cooking is an art that always (<i>has appealed, appealed</i>) to me.</b></p> <p>(Note: It still does.)</p> <p>2354</p>
<p>hers, theirs</p> <p>2622</p>	<p>(<i>Yours, Your's</i>) must be in one of (<i>those, them</i>) drawers.</p> <p>2623</p>
<p>b</p> <p>2891</p>	<p>A clause which merely adds a fact that is not essential to the meaning of the sentence is called a <b>nonrestrictive clause</b>.</p> <p>A nonrestrictive clause is (<i>more, less</i>) important than a restrictive clause.</p> <p>2892</p>
<p>High School, Jewish, Saturdays, Christian, Sundays 3160</p>	<p><b>Heroes of both the north and the south are buried in Arlington national cemetery.</b></p> <hr/> <p>3161</p>

To supply additional information about the various parts of the sentence framework, we use *modifiers*.

**Poor brakes cause many accidents.**

No

This sentence contains two modifying words that are not part of its framework. These two words are: \_\_\_\_\_ and

196

197

- a. Mr. Tate becomes hard-of-hearing, when anyone asks him for money.  
b. When anyone asks Mr. Tate for money, he becomes hard-of-hearing.

b

In which sentence should the comma be dropped? \_\_\_\_\_

466

467

- a. **The bus** *that the train delayed* was an hour late.  
b. **We found** *that a train had delayed* the bus.

a noun

One clause is an adjective clause that can be omitted; the other is a noun clause that is an essential part of the sentence framework.

736

Which sentence contains the noun clause? \_\_\_\_\_

737

to stimulate  
an interest  
in science.

By understanding the various types of subordinate word groups, you not only save words but also give more interesting variety to your sentences.

If you had several adjective clauses close together, would it generally be a good idea to change one of them to a participial phrase? (*Yes, No*)

1006

1007

The more he  
argued, the less  
he convinced me.

- a. **The nights being cold**, we took along our sweaters.  
b. **The inn was expensive**, and we stayed only one day.

1276

1277

a

- a. **While pushing the car**, my coat ripped.  
b. **While pushing the car**, I ripped my coat.

Which sentence is right because the elliptical clause is followed by a word that answers the question **Who**? \_\_\_\_\_

1546

1547

	<p><b>This is one of the best, <i>if not the best</i>, hotel in town.</b></p> <p>Omit the italicized phrase and you will see what is wrong with the above sentence.</p> <p>The trouble is that <b>one of the best</b> requires <b>hotels</b> (plural) and <i>the best</i> requires _____ (singular).</p>	
b		
1816		1817
	<p><b>WRONG: I <i>seen</i> the accident.</b></p> <p>This sentence is wrong because the past participle <i>seen</i> is used without the helping verb <i>have</i>.</p> <p>Supply the correct form of <b>see</b>:</p> <p><b>RIGHT: I _____ the accident.</b></p>	
a		
2085		2086
has appealed	<p><b>Uncle Pete (<i>has smoked, smoked</i>) for twenty years and then suddenly quit.</b></p>	
2354		2355
Yours, those	<p><b>(<i>It's, Its</i>) looking for (<i>it's, its</i>) nest.</b></p>	
2623		2624
less	<p>Because a nonrestrictive clause is an "extra" that may be omitted—just like parenthetical expressions, appositives, and direct address—we set it off with commas.</p> <p>Punctuate the following sentence:</p> <p><b>My birthday <i>which is on Christmas</i> receives very little attention.</b></p>	
2892		2893
North, South, National Cemetery	<p><b>The Union bank is in the Keystone building on the south side of Main street.</b></p> <p>_____</p>	
3161		3162

**Poor brakes cause many accidents.**

Poor, many

The word **Poor** modifies the noun \_\_\_\_\_.

The word **many** modifies the noun \_\_\_\_\_.

197

198

a

**The maple trees are still green** *after the ash trees have shed their leaves.*

If you moved the adverb clause to the beginning of the sentence, would you put a comma after *leaves*? (Yes, No)

467

468

b

**We found** *that a train had delayed the bus.*

The noun clause cannot be omitted because it is the (*subject, direct object*) of the verb **found**.

737

738

Yes

If you thought that you had repeated the word *because* too many times, how could you change the adverb clause in the following sentence?

**I threw away the box** *because I thought it was empty.*

**I threw away the box,** \_\_\_\_\_ *it was empty.*

1007

1008

The inn being expensive, we stayed only one day.

1277

a. **The two boys were playing together, their recent quarrel forgotten.**

b. **We looked up the old house, and its porch was still unpaired.**

\_\_\_\_\_

\_\_\_\_\_

1278

b

After an introductory word group that lacks a subject, do not use the possessive form of a noun or pronoun to answer the question **Who?** or **What?**

**While standing in the crowd, Pam's purse was stolen.**

This sentence is wrong because the person standing in the crowd was not *Pam's purse*, but \_\_\_\_\_.

1547

1548



hotel  1817	<p>This is one of the best, if not the best, hotel in town. This is one of the best hotels in town, if not the best.</p> <p>We repaired this sentence as we did the others. We completed the first statement and then added the "if" phrase at the _____ of our sentence.</p> <p>1818</p>
-------------------	---

saw  2086	<p>2. Never use the simple past form of a three-part verb after any form of the helping verb <b>have</b> or <b>be</b>.</p> <table><tr><td data-bbox="307 354 424 411">PRESENT write</td><td data-bbox="566 354 631 411">PAST wrote</td><td data-bbox="777 354 990 411">PAST PARTICIPLE (have) written</td></tr></table> <p>The form of <b>write</b> that must be used with the helping verb <b>have</b> is (<i>wrote, written</i>).</p> <p>2087</p>	PRESENT write	PAST wrote	PAST PARTICIPLE (have) written
PRESENT write	PAST wrote	PAST PARTICIPLE (have) written		

smoked  2355	<p>Electric home appliances (<i>have made, made</i>) the housewife's chores much easier.</p> <p>2356</p>
--------------------	--

It's, its  2624	<p>(<i>It's, Its</i>) quills stiffen when (<i>it's, its</i>) frightened.</p> <p>2625</p>
-----------------------	--

birthday, Christmas,  2893	<p>a. <b>Anyone who lives in Bedford knows Uncle Joe.</b> b. <b>Uncle Joe who lives in Bedford knows everyone in town.</b></p> <p>In which sentence should the clause be set off with commas because it is not essential to the meaning of the sentence and is therefore nonrestrictive? _____</p> <p>2894</p>
-------------------------------------	--

Bank, Building,  
Street

3162

## Lesson 88 Further Uses of Capitals

[Frames 3164-3201]

(Poor) brakes  
(many) accidents

Words that modify *nouns* and *pronouns* are **adjectives**.  
Adjectives modify \_\_\_\_\_ different classes of words.  
(How many?)

198

199

Yes

**This book begins where the other leaves off.**

The adverb clause in this sentence starts with the clause  
signal \_\_\_\_\_ and ends with the word \_\_\_\_\_.

468

469

direct object

a. *Where Captain Kidd buried his treasure* **remains a mystery.**  
b. **No one has yet discovered the place** *where Captain Kidd buried his treasure.*

738

739

thinking

If you thought that you had used too many clauses beginning with "*When you . . .*," how could you change the adverb clause in the following sentence?

1008

1009

## UNIT 6: RECOGNIZING THE SENTENCE UNIT

We looked up  
the old house,  
its porch still  
unrepaired.

1278

# 35 Some Typical Sentence Fragments: Lesson Clauses and Verbal Phrases

[Frames 1280-1310]

Pam

1548

a. **While standing in the crowd,** Pam's purse was stolen.  
b. **While standing in the crowd,** Pam had her purse stolen.  
Which sentence is correct because the elliptical clause is  
followed by a word that answers the question **Who?** \_\_\_\_\_

1549

- end
- a. Cookie is one of the smartest dogs I know, if not the smartest.  
b. Cookie is one of the smartest, if not the smartest, dog I know.
- 1818 Which sentence is correct? \_\_\_\_\_ 1819

- written
- |                  |               |                                   |
|------------------|---------------|-----------------------------------|
| PRESENT<br>write | PAST<br>wrote | PAST PARTICIPLE<br>(have) written |
|------------------|---------------|-----------------------------------|
- a. I *have wrote* a letter.      b. I *have written* a letter.
- 2087 Which sentence is wrong? \_\_\_\_\_ 2088

- have made
- We had hoped (*to have visited, to visit*) Williamsburg on our trip East last summer.
- 2356 2357

Its, it's

Lesson **73** Keeping Person and Number Consistent

[Frames 2627-2663]

2625

- a. Rich people *who pretend to be poor* disgust me.  
b. Mr. Wetherby *who pretends to be poor* is really very rich.
- b Which sentence requires commas because the clause is nonrestrictive? \_\_\_\_\_
- 2894 2895

In this lesson we complete our study of capitals.

7. Capitalize titles that show a person's profession, rank, office, or family relationship *when they are used with personal names*.

a. the mayor of the city      b. for mayor Jensen

Mayor should be capitalized in sentence (a, b).

3164

two

An **adjective** makes the meaning of a noun or pronoun more exact by telling *what kind*, *which one(s)*, or *how many*. Underline the adjective that tells *what kind*:

*these roads      wide roads      three roads*

199

200

where . . . off

**Fred looks tall until he stands beside his father.**

The adverb clause in this sentence starts with the clause signal \_\_\_\_\_ and ends with the word \_\_\_\_\_.

469

470

a

*Where Captain Kidd buried his treasure* **remains a mystery.**

The noun clause is the \_\_\_\_\_ of the verb **remains**.

739

740

training a dog,

**As I got off the bus, I saw fire engines.**

After the above sentence, which of the following sentences would offer greater variety—*a* or *b*? \_\_\_\_\_

- As I looked down the street, I saw clouds of smoke.**
- Looking down the street, I saw clouds of smoke.**

1009

1010

To be a sentence, a word group must pass two tests:

- Does it have a subject and verb?
- Does it make sense by itself?

**If you change your mind**

This word group fails to pass test (1, 2).

1280

b

- Raised in Georgia, Sally had a Southern accent.**
- Raised in Georgia, Sally's accent was Southern.**

Which sentence is correct? \_\_\_\_\_

1549

1550

	Do not omit words needed to prevent ambiguity (double meaning).	
a	a. Andy enjoys television more than his friends. b. Andy enjoys television more than he enjoys his friends. c. Andy enjoys television more than his friends enjoy it.	
1819	Could sentence <i>a</i> mean either <i>b</i> or <i>c</i> ? (Yes, No)	1820
	WRONG: I <i>have wrote</i> a letter.  This sentence is wrong because the simple past instead of the past participle is used with the helping verb <i>have</i> .  Supply the correct form of the verb <b>write</b> :	
2088	RIGHT: I <i>have</i> _____ a letter.	2089
to visit	<b>How could Gordon ever have expected</b> ( <i>to have memorized, to memorize</i> ) <b>his speech in one evening?</b>	
2357		2358
	Personal pronouns show by their form whether they mean the person or persons <i>speaking, spoken to, or spoken about</i> .  The person <i>speaking</i> refers to himself as <i>I</i> and to his group as <i>we</i> . We say that these pronouns are in the <b>first person</b> .  Underline the two pronouns in the <i>first person</i> :	
	you      I      he      we	2527
	a. It is against the law to use a stamp, <i>which has been canceled</i> . b. Shakespeare died at fifty-two, <i>which was considered an advanced age at that time</i> .	
b	In which sentence should the comma be omitted because the clause is restrictive? _____	
2895		2896
	a. Does superintendent Stern approve the plan? b. A new superintendent will be selected.	
b	In which sentence should <b>superintendent</b> be capitalized because it is used with a personal name? _____	
3164		3165



wide	Underline the adjective that points out <i>which one</i> : <i>comfortable chair      one chair      this chair</i>	
200		201

until . . . father	<b>A poor sport does not enjoy a game unless he can win.</b> The adverb clause in this sentence starts with the clause signal _____ and ends with the word _____.	
470		471

subject	a. <b>The dress</b> <i>which I liked best</i> <b>was too expensive.</b> b. <b>I could not decide</b> <i>which I liked best.</i> Which sentence contains a noun clause? _____	
740		741

b	In this and the following frames, reduce each italicized clause to the type of word group indicated in parentheses: <i>If they are overcooked</i> , <b>vegetables lose their flavor.</b> (elliptical clause) _____, <b>vegetables lose their flavor.</b>	
1010		1011

2	Tests for a sentence: 1. Does it have a subject and verb? 2. Does it make sense by itself? <b>A touchdown in the third quarter</b> This word group fails to pass test (1, 2, 1 and 2).	
1280		1281

a	In this and the following frames, circle the letter of the correct sentence—the one in which the introductory word group does <i>not</i> dangle: a. <b>Being barefooted</b> , the stones cut our feet. b. <b>Because we were barefooted</b> , the stones cut our feet.	
1550		1551

	<p>This sentence is also ambiguous:</p> <p><b>The dealer made Dad a better offer than Ed.</b></p>	
Yes	Add the necessary words to mean that the dealer's offer to Dad was better than Ed's offer to Dad:	
1820	<b>The dealer made Dad a better offer than _____</b>	1821
written	<p>This and the following frames will present twenty-two three-part verbs whose past participles all end with <i>-n</i> or <i>-en</i>. Their similarity should help you to remember them. In each frame, fill in the correct forms of the verbs in parentheses. Be sure to use the past participle with any form of the helping verb <b>have</b> or <b>be</b>. <i>(Turn to the next frame.)</i></p>	2090
2089		
to memorize	<b>Columbus thought that he (<i>had reached, reached</i>) the East Indies.</b>	
2358		2359
I, we	<p>A pronoun in the <b>second person</b> is the one that the person <i>speaking</i> uses to address the person or persons <i>spoken to</i>.</p> <p>Underline the one pronoun in the <i>second person</i>:</p> <p><b>she      you      I      they</b></p>	2628
2627		
a	<p>Occasionally, the same clause can be either restrictive or nonrestrictive, depending on what you mean to say.</p> <p><b>Mr. Crump sold his land <i>which was unprofitable</i>.</b></p> <p>If you mean that Mr. Crump sold only that part of his land <i>which was unprofitable</i>, you would make the clause restrictive by (<i>using, omitting</i>) a comma.</p>	2897
2896		
a	<p><b>Wendy is staying with our Uncle Steve and Aunt Jane.</b></p> <p>Would you capitalize <b>Uncle</b> and <b>Aunt</b> if you omitted the names <b>Steve</b> and <b>Jane</b>? (<i>Yes, No</i>)</p>	3166
3165		

this

Underline the adjective that tells *how many*:

*modern houses      these houses      several houses*

201

202

unless . . . win

**Donna seldom eats sweets although she enjoys them very much.**

The adverb clause in this sentence starts with the clause signal \_\_\_\_\_ and ends with the word

471

472

b

When *that* starts an adjective clause, it is a relative pronoun. When *that* starts a noun clause, it is an "empty" word that merely signals the start of a noun clause.

a. I have a tame crow <sup>that (=crow)</sup> can talk.

b. Mother said that she was ready.

741

Which sentence contains a noun clause? \_\_\_\_\_

742

If overcooked,

**A violin will deteriorate if it is not played occasionally.**  
(elliptical clause)

**A violin will deteriorate \_\_\_\_\_**

1011

1012

1 and 2

1. Does it have a subject and verb?

2. Does it make sense by itself?

If you cannot answer "Yes" to both questions, the word group is not a complete sentence but a **fragment**.

A handle broken off a cup is to a cup what a fragment is to a \_\_\_\_\_

1281

1282

b

Circle the letter of the correct sentence:

a. Going down the drain, the chemical made a boiling sound.

b. Going down the drain, I heard the chemical make a boiling sound.

1551

1552

Ed made (or did)	The dealer made Dad a better offer than Ed.		
	Add the necessary words to mean that the dealer's offer to Dad was better than the dealer's offer to Ed:		
	The dealer made Dad a better offer than _____		
1821	_____		1822
	PRESENT	PAST	PAST PARTICIPLE
	blow	blew	(have) blown
	tear	tore	(have) torn
	A gale had _____ (blow) down our sign, and it was badly _____ (tear).		
2090			2091
had reached	The campers discovered that they (used, had used) their last match.		
2359			2360
you	You are my best friend.		
	You are my three best friends.		
	Does the second-person pronoun <b>you</b> have different forms for singular and plural? (Yes, No)		
2628			2629
omitting	Mr. Crump sold his land which was unprofitable.		
	If you mean that all of Mr. Crump's land was unprofitable and that he therefore sold all of it, you would make the clause nonrestrictive by (using, omitting) a comma.		
2897			2898
No	a. The flowers were from my Cousin.		
	b. The flowers were from my Cousin Glenn.		
	Cousin should not be capitalized in sentence (a, b).		
3166			3167

page 404

several

This sentence contains three nouns:

**Three students received perfect scores on this test.**

How many adjectives does this sentence contain? \_\_\_\_\_

202

203

although . . .  
much

**The actor hesitated as though he had forgotten his lines.**

The adverb clause starts with the two-word clause signal

\_\_\_\_\_ and ends with the word \_\_\_\_\_.

472

473

b

The "empty" word *that*, which starts many noun clauses, is often omitted when the clause is a direct object.

**I knew (that) we would win. I hope (that) you can go.**

Is the clause signal *that* a relative pronoun that stands for any noun in the other part of the sentence? (Yes, No)

742

743

if not played  
occasionally.

**As I walked through the tall grass, I suddenly heard the rattle of a snake.** (present participial phrase)

\_\_\_\_\_

**I suddenly heard the rattle of a snake.**

1012

1013

sentence

The various types of clauses and phrases you have used to subordinate ideas fail to meet the two tests of a sentence. If you detach them from the sentences with which they are grammatically connected, you have (*fragments, sentences*).

1282

1283

a

Circle the letter of the correct sentence:

- a. In opening the can, Amy's finger was badly cut.  
b. In opening the can, Amy cut her finger badly.

1552

1553



he made (or  
did) to Ed

1822

**I know Sally better than Evelyn.**

Add the necessary words to mean that you are better acquainted with Sally than you are with Evelyn:

I know Sally better than \_\_\_\_\_

1823

blown, torn

2091

PRESENT

give  
fall

PAST

gave  
fell

PAST PARTICIPLE

(have) given  
(have) fallen

The farmer \_\_\_\_\_ (give) us the apples that had  
\_\_\_\_\_ (fall) from the tree.

2092

had used

2360

If we (had offered, would have offered) Henry the nomination, he might have accepted.

2361

No

2629

A pronoun in the **third person** indicates the person or persons *spoken about*.

Underline three pronouns in the *third person*:

he      I      she      they      you      we

2630

using

2898

- a. Do not use **string** *which is too weak*.  
b. Do not use **string**, *which is too weak*.

Which sentence suggests that you avoid using only *certain* string—string which is too weak? \_\_\_\_\_

2899

a

3167

**My grandmother speaks French.**

If you inserted the name **Gervaise** after **grandmother**, would you capitalize **grandmother**? (Yes, No)

3168

three (Three—  
perfect—this)

203

Three students received perfect scores on this test.

Each adjective comes (*before, after*) the noun that it modifies.

204

as though . . .  
lines

473

The dog chewed up the letter before we had read it.

The adverb clause in this sentence starts with the clause  
signal \_\_\_\_\_ and ends with the word \_\_\_\_\_.

474

No

743

## Lesson 20 The Who-Whom Problem in Noun Clauses

[Frames 745–784]

Walking through  
the tall grass,

1013

*Since I don't understand Spanish, I was at a serious disadvantage.* (present participial phrase)

I was at a serious disadvantage.

1014

fragments

1283

WRONG: The class starts. When the bell rings.

"When the bell rings" is an adverb clause.

Although it has a subject and verb, does it make sense by  
itself? (Yes, No)

1284

b

1553

Continue to circle the letter of the correct sentences:

- If neatly written, more attention will be paid to your letter.
- If neatly written, your letter will get more attention.

1554

I know Sally better than Evelyn.

I know (or do)  
Evelyn

Add the necessary words to mean that Evelyn is not as well-acquainted with Sally as you are:

I know Sally better than \_\_\_\_\_

1823

1824

gave, fallen

PRESENT

fly

drive

PAST

flew

drove

PAST PARTICIPLE

(have) flown

(have) driven

We have \_\_\_\_\_ (fly) to Miami, and we have also

\_\_\_\_\_ (drive) there.

2092

2093

had offered

I would certainly have written to you from Hawaii if I  
(had remembered, would have remembered) your address.

2361

2362

he, she, they

The terms **first person**, **second person**, and **third person** apply to plural pronouns as well as to singular pronouns. Do not let this use of the term *person* confuse you.

*I* and *we* are both pronouns in the *first person*.

*He*, *she*, and *they* are all pronouns in the \_\_\_\_\_ *person*.

2630

2631

a

a. Do not use string which is too weak.

b. Do not use string, which is too weak.

Which sentence suggests that you avoid using *all* string because *all* string is too weak for the purpose? \_\_\_\_\_

2899

2900

Yes

As a mark of respect, the titles of high government officials are capitalized even when used without personal names.

a. The President consulted the Secretary of State.

b. The Corporal hoped to become a Sergeant.

The capitalization is correct in sentence (a, b).

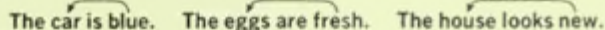
3168

3169

before

204

Besides coming right before the nouns they modify, adjectives are sometimes found in another position.

The car is blue. The eggs are fresh. The house looks new.

The adjectives in these sentences follow *linking verbs* and are therefore (*subject complements, direct objects*).

205

before . . . it

474

A sentence that contains a clause is called a **complex sentence**. It is more complex (or complicated) than a simple sentence.

a. My friend often telephones at dinnertime.

b. My friend often telephones *while we are eating dinner*.

Which is a complex sentence—*a* or *b*? \_\_\_\_\_

475

Few people notice the *sign*.

The noun *sign* is the direct object of the verb \_\_\_\_\_.

745

Not  
understanding  
Spanish,

1014

We went to the lake *so that we could escape the heat*.  
(infinitive phrase)

We went to the lake \_\_\_\_\_.

1015

No

1284

SENTENCE: The bell rings.

ADVERB CLAUSE: *When the bell rings*

Which word in the clause makes the clause depend on something else for its full meaning? \_\_\_\_\_

1285

b

1554

a. To get an honor diploma, a student must maintain a B average or better.

b. To get an honor diploma, a B average or better must be maintained.

1555

Evelyn knows  
her (Sally)  
or  
Evelyn does  
1824

In this and the following frames, put a circle around the letter of the sentence which states the comparison logically:  
a. Our traffic laws are different from Oregon's.  
b. Our traffic laws are different from Oregon.

1825

flown, driven

PRESENT  
choose  
draw

PAST  
chose  
drew

PAST PARTICIPLE  
(have) chosen  
(have) drawn

The design that was \_\_\_\_\_ (choose) by the judges  
was \_\_\_\_\_ (draw) by Vera.

2093

2094

had remembered

In a few more months, we (*shall live, shall have lived*) in  
our present house for twenty years.

2362

2363

third

*I or we* (first person) speak to *you* (second person) about  
*him, her, or them* (third person).

Write *first, second, or third* (but not in this order) in each  
blank to indicate the person of each italicized pronoun:

*They* (\_\_\_\_\_ person) told *us* (\_\_\_\_\_ person)  
about *you* (\_\_\_\_\_ person).

2631

2632

Participial phrases, as well as adjective clauses, can be  
either restrictive or nonrestrictive.

- a. *All cars leaving Lewiston were stopped by the police.*  
b. *Maxine excusing herself politely went upstairs to study.*

In which sentence would you use commas because the par-  
ticipial phrase is not essential to the meaning? \_\_\_\_\_

2900

2901

a

The *courageous captain* was decorated by the governor.  
Which italicized word should be capitalized? \_\_\_\_\_

3169

3170





a

- a. We beat North High worse than Marshall Tech.  
b. We beat North High worse than we beat Marshall Tech.

1825

1826

chosen, drawn

PRESENT  
freeze  
wear

PAST  
froze  
wore

PAST PARTICIPLE  
(have) frozen  
(have) worn

If I had not \_\_\_\_\_ (*wear*) my sweater, I would  
have \_\_\_\_\_ (*freeze*).

2094

2095

shall have lived

By this time next year, you (*will have cast, will cast*) your  
first vote.

2363

2364

*They* (third)  
*us* (first)  
*you* (second)

Write the word *first*, *second*, or *third* in each blank to indicate the person of the italicized pronouns:

You (\_\_\_\_\_ person) told *her* (\_\_\_\_\_ person)  
to invite *me* (\_\_\_\_\_ person).

2632

2633

b

In this and the following frames, supply the necessary commas. If the clause is restrictive because it is essential to the meaning of the sentence, add no commas and write *None*.

**St. Nicholas** *who is identified with Santa Claus* **was an actual saint.**

2901

2902

Governor

Copy the words that require capitals:

**The chairman of the meeting sent a telegram of congratulation to senator Hollis and the president.**

3170

3171

<p>after</p> <p>206</p>	<p>a. Virginia has an <u>excellent</u> idea. b. Virginia's idea is <u>excellent</u>.</p> <p>Does the adjective <b>excellent</b> come after the noun it modifies in sentence <i>a</i> or <i>b</i>? _____</p> <p>207</p>
<p>clause or adverb clause</p> <p>476</p>	<p><b>I always drive as though everyone else were crazy.</b></p> <p>Because this sentence contains a clause, it is called a _____ sentence.</p> <p>477</p>
<p>direct objects</p> <p>746</p>	<p>a. <b>Few people notice the <i>sign</i>.</b> b. <b>Few people notice <i>who directs a movie</i>.</b></p> <p>Because the clause <i>who directs a movie</i> in sentence <i>b</i> is used just like the noun <i>sign</i> in sentence <i>a</i>, it is a _____ clause.</p> <p>747</p>
<p>requiring much patience.</p> <p>1016</p>	<p><b>The union published a full-page advertisement <i>which stated their viewpoint on the strike</i>.</b> (present participial phrase)</p> <p><b>The union published a full-page advertisement _____</b></p> <p>1017</p>
<p>No</p> <p>1286</p>	<p><b>The class starts <i>when the bell rings</i>.</b></p> <p>Now the adverb clause makes sense because it is in the same sentence with the verb _____, which it modifies.</p> <p>1287</p>
<p>b</p> <p>1556</p>	<p>a. <b>After winning three games, the school keeps the trophy permanently.</b> b. <b>After winning three games, the trophy is kept permanently by the school.</b></p> <p>1557</p>

	<p>a. Brazil has a greater area than any country in South America.</p> <p>b. Brazil has a greater area than any other country in South America.</p> <p>(Can a country have a larger area than itself?)</p>	
1826		1827
worn, frozen	<p>PRESENT know steal</p> <p>PAST knew stole</p> <p>PAST PARTICIPLE (have) known (have) stolen</p> <p>The dealer must have _____ (<i>know</i>) that the car was _____ (<i>steal</i>).</p>	
2095		2096
will have cast	<p>Rewrite this sentence, changing the verb from passive to active: The Segals' paper <i>had been left</i> at our door by mistake by the newsboy.</p> <p>_____</p> <p>_____</p>	
2364		2365
You (second) her (third) me (first)	<p><i>She and her dog were strolling down the street.</i></p> <p>Since a noun is something that you talk <i>about</i>, every noun—just like the pronouns <i>he</i>, <i>she</i>, <i>it</i>, and <i>them</i>—is ordinarily in the (<i>first, second, third</i>) person.</p>	
2633		2634
St. Nicholas, Santa Claus,	<p><i>It is the policy of our restaurant to serve no food which we would not eat ourselves.</i></p>	
2902		2903
Senator, President	<p>When a title is used alone, without a name, to refer to a particular person, it may be capitalized.</p> <p>a. <i>A principal</i> has many responsibilities.</p> <p>b. <i>The principal</i> will address the parents' meeting.</p> <p>In which sentence would it be permissible to capitalize <i>principal</i>? _____</p>	
3171		3172

b

Adjectives normally come before the nouns they modify except when they are \_\_\_\_\_ complements.

207

208

complex

Unlike a sentence, a clause (*does, does not*) make sense by itself.

477

478

noun

The choice between **who** and **whom**, when they start noun clauses, depends upon their use *within the clause*.

*who directs a movie*

The clause signal *who* is the subject of the verb \_\_\_\_\_.

747

748

stating their  
viewpoint on  
the strike.

**Every nail** *that was used in the old fort* **was made by hand.**  
(past participial phrase)

**Every nail** \_\_\_\_\_  
**was made by hand.**

1017

1018

starts

WRONG: **Dad went to Ohio.** *Leaving me in charge of the farm.*

*"Leaving me in charge of the farm"* is a present participial phrase.

Does it have a subject and verb, and does it make sense by itself? (*Yes, No*)

1287

1288

a

a. When I was six years old, my uncle first took me sailing.  
b. When six years old, my uncle first took me sailing.

1557

1558



b

- a. Next year's team will be as good as this year's, if not better.  
 b. Next year's team will be as good, if not better, than this year's team.

1827

1828

known, stolen

PRESENT

grow

see

PAST

grew

saw

PAST PARTICIPLE

(have) grown

(have) seen

How Steve has \_\_\_\_\_ (grow) since I last

\_\_\_\_\_ (see) him!

2096

2097

The newsboy  
 (had) left the  
 Segals' paper  
 at our door  
 by mistake.

2365

Rewrite this sentence, changing the verb from passive to active:

**The star *could be seen* clearly by us through the telescope.**

2366

third

Underline three words (nouns or pronouns) that are in the third person:

I team you it story we

2634

2635

None

**Caffeine *which is present in both tea and coffee* stimulates the heart and raises blood pressure.**

2903

2904

b

When you use *mother, father, dad*, etc., in place of personal names, you may capitalize them or not—as you prefer.

**I hope that Mother can get Dad's consent.**

**I hope that mother can get dad's consent.**

3172

Are both sentences correct? (*Yes, No*)

3173

<p>subject</p> <p>208</p>	<p><u>Most</u> people are honest.</p> <p>The two adjectives—<b>Most</b> and <b>honest</b>—modify the noun _____.</p> <p>209</p>
<p>does not</p> <p>478</p>	<p>An adverb clause is so called because it does the work of an _____.</p> <p>479</p>
<p>directs</p> <p>748</p>	<p>Use the subject form <b>who</b> for subjects and subject complements; use the object form <b>whom</b> for objects of verbs and prepositions.</p> <p><i>who directs a movie</i></p> <p>We use the subject form <i>who</i> because it is the (<i>subject, direct object</i>) of the verb <i>directs</i>.</p> <p>749</p>
<p>used in the old fort</p> <p>1018</p>	<p><b>Most of the articles</b> <i>that were advertised in the paper</i> <b>were sold out.</b> (past participial phrase)</p> <p><b>Most of the articles</b> _____ <b>were sold out.</b></p> <p>1019</p>
<p>No</p> <p>1288</p>	<p>RIGHT: <b>Dad went to Ohio,</b> <i>leaving me in charge of the farm.</i></p> <p>The present participial phrase should be a part of the sentence containing the noun _____, which it modifies.</p> <p>1289</p>
<p>a</p> <p>1558</p>	<p>a. Written in simple language, any child can enjoy this book.</p> <p>b. Written in simple language, this book can be enjoyed by any child.</p> <p>1559</p>

Franklin D. Roosevelt served longer than *any* \_\_\_\_\_  
American president.

a A president cannot serve longer than himself.

To make this comparison logical, we must add the word  
\_\_\_\_\_ 1828 1829

PRESENT	PAST	PAST PARTICIPLE
take	took	(have) taken
throw	threw	(have) thrown

grown, saw

Someone had \_\_\_\_\_ (take) the letter and had  
\_\_\_\_\_ (throw) it away.

2097

2098

We could see  
the star clearly  
through the  
telescope.

Change the verb from active to passive by eliminating the  
present subject:

**My dad *had not paid* our telephone bill.**

2366

2367

team, it, story

A shift in person confuses the viewpoint within a sentence.  
You begin by talking about one person and end up by talk-  
ing about another.

Underline the pronoun that continues the same viewpoint:

**As we looked around us, (*you, we*) could see that spring was  
near.**

2635

2636

Caffeine,  
coffee,

**Gilbert Stuart *who painted most of the portraits of George  
Washington* was one of the outstanding painters of his day.**

2904

2905

Yes

On the other hand, when you use *mother, father, dad*, etc.,  
merely to show family relationship, always use small letters.

**His *mother* is a *cousin* of my father.**

Should the italicized words be capitalized? (Yes, No)

3173

3174

people

We very seldom use adjectives before pronouns as we do before nouns. We say "a *pretty* girl," but not "a *pretty* she"; "a *new* book," but not "a *new* it."

**She looks very pretty. It is new.**

209

In these sentences, the adjectives come (*before, after*) the pronouns they modify.

210

adverb

Any clause that modifies a verb is an \_\_\_\_\_ clause.

479

480

subject

**Few people notice** *who directs a movie.*

Be careful to avoid the mistake of thinking that the clause signal is the direct object of the verb **notice** and therefore requires the object form *whom*.

The direct object of the verb **notice** is not the clause signal but the entire noun \_\_\_\_\_.

749

750

advertised in  
the paper

**Frank had little money** *that he could spend on entertainment.*  
(infinitive phrase)

**Frank had little money** \_\_\_\_\_  
\_\_\_\_\_

1019

1020

Dad

- a. Dad went to Ohio, leaving me in charge of the farm.
- b. Dad went to Ohio. He left me in charge of the farm.
- c. Dad went to Ohio. Leaving me in charge of the farm.

Which one of the above three items is incorrect? \_\_\_\_\_

1289

1290

b

- a. Because the man was wearing a blue uniform, Dave mistook him for a policeman.
- b. Wearing a blue uniform, Dave mistook the man for a policeman.

1559

1560

other

- a. The Pacific is the largest of any other ocean in the world.  
b. The Pacific is the largest ocean in the world.

1829

1830

taken, thrown

PRESENT

shake

break

PAST

shook

broke

PAST PARTICIPLE

(had) shaken

(had) broken

The collision had \_\_\_\_\_ (*shake*) up the box, and

many dishes were \_\_\_\_\_ (*break*).

2098

2099

Our telephone  
bill had not  
been paid.

Change the verb from active to passive by eliminating the present subject:

**The mailman *delivers* our mail around ten o'clock.**

2367

2368

we

SHIFT IN PERSON: *I* liked this story because it kept *you* guessing until the very last page.

This sentence is faulty because *I* is in the first person and *you* is in the \_\_\_\_\_ person.

2636

2637

Stuart,  
Washington,

**We seldom interrupt a person *who is praising us*.**

2905

2906

No

When *father, mother, dad*, etc., are used with articles (*a, an, the*) or possessive pronouns (*my, his, your*), they show family relationship and should not be capitalized.

**The *mother* of one of my friends knew my *dad* at college.**

Should the italicized words be capitalized? (*Yes, No*)

3174

3175



after We have seen that adjectives answer the questions *What kind? Which one(s)?* and *How many?* about nouns and \_\_\_\_\_ 210 211

## adverb Lesson 13 Expressing the Exact Relationship

[Frames 482–523]

480

clause WRONG: Few people notice whom directs a movie.  
The object form *whom* is wrong because the clause signal is not the object of the verb **notice** but the subject of the verb \_\_\_\_\_ within the clause. 750 751

to spend on We called a meeting *so that we could elect officers.* (infinitive phrase)  
entertainment. We called a meeting \_\_\_\_\_ 1020 1021

c WRONG: I sent for a free booklet. *Advertised in a magazine.*  
“*Advertised in a magazine*” is a past participial phrase. Does it have a subject and verb, and does it make sense by itself? (*Yes, No*) 1290 1291

## a Lesson 43 Repairing Dangling Word Groups

[Frames 1562–1585]

1560

b

In this and the following frames, cancel or add any words or letters that are necessary to make the comparisons logical:

**Our way of life is very similar to Canada.**

1830

1831

shaken, broken

PRESENT

eat  
ride

PAST

ate  
rode

PAST PARTICIPLE

(have) eaten  
(have) ridden

If we had \_\_\_\_\_ (eat) our lunch, we would have  
\_\_\_\_\_ (ride) further.

2099

2100

# UNIT 10: USING ADVERBS AND ADJECTIVES

Our mail is  
delivered around  
ten o'clock.

2368

## Lesson 66 Using Adverbs to Describe Action

[Frames 2370-2406]

second

- a. *I liked this story because it kept you guessing.*  
b. *I liked this story because it kept me guessing.*

Which sentence is correct because the person of the pronouns is consistent? \_\_\_\_\_

2637

2638

None

**One should be suspicious of any investment *which offers an unusually high rate of return.***

2906

2907

No

**I want my *dad* and *uncle Frank* to meet your *grandfather.***  
The only one of the italicized words that should be capitalized is \_\_\_\_\_.

3175

3176

We need another class of words to answer the questions that we might ask about the action of verbs.

pronouns

George drove. (*When? Where? How? How much? How often?*)

Are the questions in parentheses about **George** or **drove**?

211

212

In this lesson you will study **subordination** as a way of building sentences.

**Subordinate** means "of lower rank." A *clerk*, for example, is subordinate to a *manager*.

In the army, a *sergeant* is subordinate to a (*private, general*). 482

directs

Now we shall change the wording of our sentence:

**Few people notice** *who the director was*.

The direct object of the verb **notice** is not the clause signal *who* but the entire noun \_\_\_\_\_.

751

752

to elect officers.

## Lesson 27 Other Types of Reduction

[Frames 1023-1068]

1021

No

RIGHT: I sent for a free booklet advertised in a magazine.

The past participial phrase should be a part of the sentence containing the noun \_\_\_\_\_, which it modifies.

1291

1292

Don't hesitate to start your sentences with word groups that do not tell **whom** or **what** they are about. They add interest to your writing. Just remember that you owe your reader this information (*somewhere in, at the beginning of*) the main statement that follows.

1562

Canada's.  
or  
that of Canada.  
or  
Canada's way  
of life.  
1831

The double bass is the largest of all the other members of the violin family.

1832

eaten, ridden

PRESENT

swear

speak

PAST

swore

spoke

PAST PARTICIPLE

(have) sworn

(have) spoken

The witness \_\_\_\_\_ (swear) that he had never

\_\_\_\_\_ (speak) to the accused man.

2100

2101

Adjectives can modify only nouns and pronouns—no other class of words.

Adverbs modify everything else that can be modified—verbs, adjectives, and other adverbs.

A word that modifies any word except a noun or a pronoun is an \_\_\_\_\_.

2370

b

SHIFT IN PERSON: Whether *you* live in a big city or in the country, nature surrounds *us*.

This sentence is faulty because *you* is in the second person and *us* is in the \_\_\_\_\_ person.

2638

2639

None

It turned out that Shirley Smith *who was chosen Dairy Queen* is allergic to milk.

2907

2908

uncle

8. Capitalize the first word and all important words in titles of books, stories, movies, works of art, musical compositions, etc.

a. *Great Expectations*      b. *Great expectations*

Which title is correctly capitalized? \_\_\_\_\_

3176

3177

George drove *safely*.

drove

Underline the question that the word *safely* answers:

**When? Where? How? How much? How often?**

212

213

general

In grammar, a subordinate word group is one that is *less than a sentence*—one that *does not make sense by itself*.

Phrases and clauses are examples of \_\_\_\_\_ word groups.

482

483

clause

*who the director was*

Within the noun clause, the subject of the linking verb *was* is not *who* but \_\_\_\_\_.

752

753

Reduction is the same principle as using a tack—and not a spike—to fasten a calendar to the wall.

If either a *clause* or a *phrase* says exactly the same thing, use the \_\_\_\_\_.

1023

booklet

- a. I sent for a free booklet. It was advertised in a magazine.
- b. I sent for a free booklet. Advertised in a magazine.
- c. I sent for a free booklet advertised in a magazine.

Which one of the above three items is incorrect? \_\_\_\_\_

1292

1293

at the beginning of

When your introductory word group lacks a subject, tell **whom** or **what** it is about at the beginning of your main statement. Failure to supply this information results in an error known as a \_\_\_\_\_ word group.

1562

1563



-other-

Our gas bill was three dollars more than our neighbor.

1832

1833

swore, spoken

Whenever you are doubtful about the past participle form of a verb, ask yourself, "Is there a form of this verb that ends with *-n* or *-en*?" If there is, use it after any form of **have** or **be**.

Underline two verbs that have forms ending with *-n* or *-en*:

freeze      think      speak      work

2101

2102

adverb

Although a few adjectives end in *-ly* (*homely, manly, lonely*), the *-ly* ending usually signals an adverb.

We can make an adverb of almost any adjective by adding *-ly* to it.

Write the adverb form of each of the following adjectives:

sad \_\_\_\_\_ prompt \_\_\_\_\_ cheerful \_\_\_\_\_

2370

2371

first

a. *Whether you live in a big city or in the country, nature surrounds you.*

b. *Whether you live in a big city or in the country, nature surrounds us.*

Which sentence is correct? \_\_\_\_\_

2639

2640

Smith, Queen,

**In our living room we don't have a single chair that is really comfortable.**

2908

2909

a

Do not capitalize the articles *a*, *an*, and *the* or short prepositions and conjunctions in a title except when they are the first word of the title.

a. *Gone with the Wind*      b. *Gone With The Wind*

Which title is correctly capitalized? \_\_\_\_\_

3177

3178

	George drove <i>yesterday</i> .	
How?	Underline the question that the word <i>yesterday</i> answers: <b>When? Where? How? How much? How often?</b>	
213		214
subordinate	When we put an idea into a clause rather than into a sentence, we say that we <i>subordinate</i> it. When we subordinate an idea, we express it in a word group that is ( <i>more, less</i> ) than a sentence.	
483		484
director	<i>who the <u>director</u> was</i> When we straighten out this clause by putting the subject first, we get: <i>the <u>director</u> was who</i> Since <i>who</i> completes the linking verb <i>was</i> , it is a ( <i>subject complement, direct object</i> ).	
753		754
phrase	If either a <i>phrase</i> or an <i>adverb</i> says exactly the same thing, use the _____.	
1023		1024
b	WRONG: <b>Pat showed her bad manners. <i>By laughing at my car.</i></b> “ <i>By laughing at my car</i> ” is a prepositional phrase with a gerund as the object of the preposition <i>By</i> . Can a prepositional phrase be written as a separate sentence? ( <i>Yes, No</i> )	
1293		1294
dangling	What is the difference between a <i>misplaced modifier</i> and a <i>dangling word group</i> ? A <i>misplaced modifier</i> is not in its proper place with relation to the word it modifies. A <i>dangling word group</i> , on the other hand, often has no word at all to modify and therefore appears to modify the ( <i>right, wrong</i> ) word.	
1563		1564

neighbor's.  
or that of our  
neighbor. or  
neighbor's gas  
bill.  
1833

Death Valley, California, is hotter than any region on earth.

1834

freeze, speak

2102

Even though you may make the mistake of saying **has broke**, **had spoke**, or **was froze**, you know that the words **broken**, **spoken**, and **frozen** exist. If there is a form of the verb ending with **-n** or **-en**, use it after any form of **have** or **be**.

Underline two verbs that have forms ending with **-n** or **-en**:

rang      gave      stole      went

2103

sadly  
promptly  
cheerfully

2371

There are hundreds of modifiers that have both an adjective and an adverb form.

a. bad      rough      noisy      easy      careful  
b. badly      roughly      noisily      easily      carefully

Which group of words consists of adverbs? \_\_\_\_\_

2372

a

2640

A pronoun should also agree with its antecedent in number.

Use a singular pronoun to refer to a singular antecedent.

Use a plural pronoun to refer to a \_\_\_\_\_ antecedent.

2641

None  
(or living room,)

2909

**My father** *hearing of this opportunity* moved our family to Oregon.

2910

a

3178

Write the following title correctly:

*the return of the native*

3179

	George drove <i>frequently</i> .	
When?	Underline the question that the word <i>frequently</i> answers: <b>When? Where? How? How much? How often?</b>	
214		215
	a. The rain stopped. b. when the rain stopped	
less	Which is a subordinate word group because it is less than a sentence? _____	
484		485
	<b>Few people notice</b> ( <i>who, whom</i> ) <i>the director was</i> .	
subject complement	Because the clause signal is a subject complement, we use the subject form ( <i>who, whom</i> ).	
754		755
	1. Sentence    3. Phrase (verbal, appositive, prepositional) 2. Clause    4. Single word (adjective, adverb)	
adverb	As we move down this list from 1 to 4, the sentence elements become ( <i>simpler, more complicated</i> ).	
1024		1025
	<b>WRONG: Pat showed her bad manners. By laughing at my car.</b>	
No	The prepositional phrase answers the question <b>How?</b> about the verb _____ in the main statement.	
1294		1295
	To avoid a dangling word group, you must tell <b>who</b> or <b>what</b> either (1) in the introductory word group itself or (2) at the beginning of the main statement that follows it.	
wrong	<b>When a small baby, a bee stung me on the nose.</b> Does this sentence tell <b>who</b> in either place? ( <i>Yes, No</i> )	
1564		1565

other  
any ^ region

1834

The rat has been the most destructive of any other animal on this planet.

1835

gave, stole

2103

In this and the following frames, supply the correct forms of the two verbs in parentheses. After any form of **have** or **be**, think whether the verb has an *-n* or *-en* form. If it has, use it.

It \_\_\_\_\_ (*cost*) ninety cents for the distance we had  
\_\_\_\_\_ (*ride*).

2104

b

2372

The adverbs made by adding *-ly* to adjectives usually answer the question **How?** about the action of the verb.

Dean ate his soup *noisily*.

The adverb *noisily* answers the question **How?** about the action of the verb \_\_\_\_\_.

2373

plural

2641

SHIFT IN NUMBER: You should train a *dog* before *they* get too old to learn.

This sentence is faulty because the plural pronoun *they* is used to refer to the singular noun \_\_\_\_\_.

2642

father,  
opportunity,

2910

This book will be valuable to anyone wanting to take better pictures.

2911

*The Return of  
the Native*

3179

Write the following title correctly:

*how to choose a vocation*

3180



<p>How often?</p> <p>215</p>	<p><b>George drove <i>away</i>.</b></p> <p>Underline the question that the word <i>away</i> answers:</p> <p><b>When? Where? How? How much? How often?</b></p> <p>216</p>
<p>b</p> <p>485</p>	<p>a. <b>The rain stopped.</b> b. <b>when the rain stopped</b></p> <p>We subordinated the idea in sentence <i>a</i> by adding the clause signal _____.</p> <p>486</p>
<p>who</p> <p>755</p>	<p><b>WRONG: Few people notice <u>whom</u> the director was.</b></p> <p>The object form <i>whom</i> is wrong because the clause signal is not the object of the verb <b>notice</b>.</p> <p>The object of the verb <b>notice</b> is the entire _____.</p> <p>756</p>
<p>simpler</p> <p>1025</p>	<p>1. Sentence    3. Phrase (verbal, appositive, prepositional) 2. Clause    4. Single word (adjective, adverb)</p> <p>When we reduce a word group, we move (<i>up, down</i>) the above list of sentence elements.</p> <p>1026</p>
<p>showed</p> <p>1295</p>	<p>a. <b>Pat showed her bad manners. By laughing at my car.</b> b. <b>Pat showed her bad manners by laughing at my car.</b></p> <p>Which sentence is right because the prepositional phrase is in the same sentence as the verb <b>showed</b>, which it modifies?</p> <p>_____</p> <p>1296</p>
<p>No</p> <p>1565</p>	<p>a. <b>When a small baby, I was stung on the nose by a bee.</b> b. <b>When I was a small baby, a bee stung me on the nose.</b></p> <p>In which sentence is the question <b>Who?</b> answered sensibly in the introductory word group? _____</p> <p>1566</p>

most destructive  
of all the  
animals . . .  
or  
most destructive  
animal . . .  
1835

Rewrite this sentence correctly:

I study as hard, if not harder, than Phil.

1836

cost, ridden

2104

Stanley was \_\_\_\_\_ (*choose*) because he has  
always \_\_\_\_\_ (*drive*) carefully.

2105

ate

2373

The most common error in the use of adjectives and  
adverbs is failing to use the adverb (*-ly*) form to describe  
the action of a verb.

The fact that *verb* is part of the word *adverb* will remind  
you always to use an adverb to modify a \_\_\_\_\_.

2374

dog

2642

- a. You should train a *dog* before *they* get too old to learn.  
b. You should train a *dog* before *it* gets too old to learn.

Which sentence is correct? \_\_\_\_\_

2643

None

2911

## Lesson 81 Review: Uses of the Comma

[Frames 2913-2932]

*How to Choose  
a Vocation*

3180

9. Capitalize the names of historical events, periods, and  
documents.

World War II

Monroe Doctrine

Bill of Rights

Colonial Period

Battle of Gettysburg

Ten Commandments

Copy the words that require capitals:

The crusades took place during the middle ages. \_\_\_\_\_

3181

Where?

Words that modify verbs are called **adverbs**. The fact that the word *adverb* contains the word *verb* will help you to remember that adverbs modify \_\_\_\_\_.

216

217

when

**when the rain stopped**

Because this type of subordinate word group answers the question **When?**—like an ordinary adverb—it is classified as an \_\_\_\_\_ clause.

486

487

noun clause

Now we shall put the same idea in a different way:

**Few people pay any attention to the *director*.**

The noun *director* is the object of the preposition \_\_\_\_\_.

756

757

down

- a. **We play the game *in a different way*.**
- b. **We play the game *differently*.**

When we reduce the prepositional phrase (4 words) in sentence *a* to the adverb *differently* in sentence *b*, do we change the meaning in any way? (*Yes, No*)

1026

1027

b

- a. **Pat showed her bad manners. She laughed at my car.**
- b. **Pat showed her bad manners by laughing at my car.**
- c. **Pat showed her bad manners. By laughing at my car.**

Which one of the above three items is incorrect? \_\_\_\_\_

1296

1297

b

- a. **When a small baby, I was stung on the nose by a bee.**
  - b. **When I was a small baby, a bee stung me on the nose.**
- In which sentence is the question **Who?** answered in the main statement? \_\_\_\_\_

1566

1567

I study as hard  
as Phil, if not  
harder.

1836

Rewrite this sentence correctly:

**This is one of the fastest, if not the fastest, car on the road.**

\_\_\_\_\_

\_\_\_\_\_

1837

chosen, driven

2105

The suspect had \_\_\_\_\_ (*swear*) that the car  
was not \_\_\_\_\_ (*steal*).

2106

verb

2374

The reward was divided (*equal, equally*) between the two  
boys.

To explain *how* the reward was divided, use the adverb

\_\_\_\_\_

2375

b

2643

- a. Most things are cheaper when you buy them in large  
quantities.
- b. Most things are cheaper when you buy it in large quanti-  
ties.

Which sentence is correct? \_\_\_\_\_

2644

In this and the following frames, supply the necessary com-  
mas. If no commas are required, write *None*.

**Many years have passed since then and many changes of  
course have taken place.**

2913

Crusades,  
Middle Ages

3181

Copy the words that require capitals:

**Twenty years after the american revolution, the louisiana  
purchase greatly increased the size of the new nation.**

\_\_\_\_\_

3182

verbs

Many adverbs—especially those that tell *how*—end with *-ly*. In fact, we form many adverbs by adding *-ly* to adjectives: **polite—politely, graceful—gracefully, fearless—fearlessly.**

**A careful person drives carefully.**

The adverb in this sentence is \_\_\_\_\_.

217

218

adverb

**We continued our game *when the rain stopped*.**

The adverb clause *when the rain stopped* modifies the verb \_\_\_\_\_.

487

488

to

a. Few people pay any attention to the *director*.

b. Few people pay any attention to *who directs a movie*.

In sentence *a*, the object of the preposition **to** is the noun *director*.

In sentence *b*, the object of the preposition **to** is the noun clause \_\_\_\_\_.

757

758

No

By reduction we do not mean eliminating words that add to the meaning or interest of a sentence.

When we reduce a word group, we make (*no, a slight*) change in the meaning.

1027

1028

c

**WRONG: The customer soon returned. *To get his money back*.**

*"To get his money back"* is an infinitive phrase. It explains *why* about the verb \_\_\_\_\_ in the main statement.

1297

1298

a

If your introductory word group answers the question **Who?** or **What?** do you need to answer this question again at the beginning of your main statement? (*Yes, No*)

1567

1568



This is one of  
the fastest cars  
on the road,  
if not the  
fastest.  
1837

# Lesson 51 Removing Deadwood from Sentences

[Frames 1829-1861]

sworn, stolen

2106

Any food that is not \_\_\_\_\_ (eat) will be  
\_\_\_\_\_ (throw) out.

2107

equally

2375

Noel must have done (poor, poorly) on his test.

To explain *how* Noel must have done on his test, use the  
adverb \_\_\_\_\_.

2376

a

2644

Don't hesitate to use **he** when a statement applies equally  
to either sex. The expressions **he or she** and **his or her** are  
awkward.

**A person should wash *his* hands before *he* eats.**

Does the above sentence apply to women as well as to men?  
(Yes, No)

2645

then, changes,  
course,

2913

**We had to wait for the principal was busy when we arrived  
at his office.**

2914

American  
Revolution,  
Louisiana  
Purchase

3182

10. Capitalize all sacred names:

God	the Almighty	our Father	Christ
Lord	the Holy Ghost	Saviour	the Virgin

Copy the words that require capitals:

**The stained-glass window pictures the virgin holding the  
christ child.** \_\_\_\_\_

3183

carefully	<p>We have seen that adjectives have a <i>fixed</i> position in the sentence—usually before the words they modify.</p> <p>Most adverbs, by contrast, are <i>very movable</i>.</p> <p><b>I <u>finally</u> finished the <u>final</u> chapter.</b></p> <p>The word that can be shifted to another position is the (<i>adjective final, adverb finally</i>).</p>	218	219
continued	<p><b>We continued our game <i>when the rain stopped</i>.</b></p> <p>Because the clause signal <b>when</b> starts a <i>subordinate</i> word group and also <i>connects</i> this word group with the sentence, we call it a <b>subordinating conjunction</b>.</p> <p>The subordinating conjunction in the above sentence is _____.</p>	488	489
who directs a movie	<p><b>Few people pay any attention to <i>who directs a movie</i>.</b></p> <p>Within the noun clause, the subject of the verb <i>directs</i> is the clause signal _____.</p>	758	759
no	<p>In the previous lesson, we reduced clauses to phrases built on present and past participles, gerunds, and infinitives.</p> <p>These word groups are simpler than clauses because they (<i>do, do not</i>) contain subjects and predicates.</p>	1028	1029
returned	<p>a. The customer returned to get his money back. b. The customer returned. To get his money back.</p> <p>Which sentence is right because the infinitive phrase is in the same sentence as the verb <b>returned</b>, which it modifies?</p> <p>_____</p>	1298	1299
No	<p>If your introductory word group <i>does not</i> answer the question <b>Who?</b> or <b>What?</b> do you need to answer this question at the beginning of your main statement? (<i>Yes, No</i>)</p>	1568	1569

We remove deadwood from a tree because it contributes nothing to the life or productiveness of the tree. By "deadwood" in sentences, we mean empty words and phrases that add nothing to the meaning or to the interest.

Cross out two words that add nothing to the meaning of:

Mr. Lovett was an elderly man in age.

1839

eaten, thrown

I would have \_\_\_\_\_ (*speak*) to Mr. Price if

I had \_\_\_\_\_ (*see*) him.

2107

2108

poorly

WRONG: Noel must have done *poor* on his test.

This is wrong because the adjective *poor* cannot modify the  
\_\_\_\_\_ must have done.

2376

2377

Yes

a. Before a person votes, he or she should inform himself or herself about the candidates.

b. Before a person votes, he should inform himself about the candidates.

2645

Which sentence is better? \_\_\_\_\_

2646

wait,

Before fireworks were prohibited hundreds of children were maimed blinded and killed every Fourth of July.

2914

2915

Virgin,  
Christ Child

Too many capitals are as serious an error as too few. Do not capitalize—

FOODS: spaghetti, hamburgers, brownies, angel food

Copy the words that require capitals:

We ate chop suey at a chinese restaurant on Campus street.

3183

3184

Our friends <sub>A</sub> have <sub>A</sub> come <sub>A</sub> for dinner <sub>A</sub>. (often)

adverb *finally*

Can the adverb **often** be inserted in the sentence at each point indicated by a caret (<sub>A</sub>)? (Yes, No)

219

220

**We lost our way** *because we made a wrong turn.*

when

The subordinating conjunction in the above sentence is

489

490

**WRONG: Few people pay any attention to** *whom directs a movie.*

who

The object form *whom* is wrong because the clause signal is not the object of the preposition **to** but the subject of the verb \_\_\_\_\_ within the clause.

759

760

Here is an adjective clause that can be reduced to something even simpler—a prepositional phrase.

do not

**The apples** *that were in the window* **looked larger.**  
**The apples** *in the window* **looked larger.**

By reducing the adjective clause to a prepositional phrase, we eliminate \_\_\_\_\_ words. (How many?)

1029

1030

a

- a. **The customer returned. He wanted his money back.**
- b. **The customer returned. To get his money back.**
- c. **The customer returned to get his money back.**

Which one of the above three items is incorrect? \_\_\_\_\_

1299

1300

*While peeling onions, my eyes always smart.*

Yes

Does either the introductory word group or the main statement tell **who** is *peeling the onions*? (Yes, No)

1569

1570

	Some people try to impress others by using pretentious language, by repeating themselves, and by expressing themselves in a roundabout way.	
in age	a. Aunt Sara was one who was a determined person. b. Aunt Sara was a determined person.	
1839	The sentence containing "deadwood" is sentence (a, b).	1840
spoken, seen	The pipe had _____ (burst) because the water had _____ (freeze).	
2108		2109
verb	a. The company is always quite . . . in handling complaints. b. The company always handles complaints quite . . . In which sentence would you use the adjective <b>prompt</b> because it would modify the noun <b>company</b> ? _____	
2377		2378
b	WRONG: When a <i>student</i> plays football, you must keep in condition. This sentence is wrong because the pronoun <i>you</i> disagrees with its antecedent in ( <i>number, person</i> ).	
2646		2647
prohibited, maimed, blinded(,)	A bank will not hire any person who is known to gamble.	
2915		2916
Chinese, Street	Do not capitalize— GAMES: _____ baseball, hockey, checkers MUSICAL INSTRUMENTS: violin, piano, saxophone Copy the words that require capitals: My cousin Henry sees every colby football game because he plays the trumpet in the college band. _____	
3184		3185



<p>Yes</p> <p>220</p>	<p>Because adverbs are often movable, we frequently find them several words away from the verbs they modify.</p> <p><b>Aunt Mary talks about her operation <i>continually</i>.</b></p> <p>The adverb <i>continually</i> modifies the verb _____.</p> <p>221</p>
<p>because</p> <p>490</p>	<p>The grammar term for the clause signals that start adverb clauses is <i>subordinating</i> _____.</p> <p>491</p>
<p>directs</p> <p>760</p>	<p><b>Few people pay any attention to <u>who directs</u> a movie.</b></p> <p>How do we know that the clause signal is not the object of the preposition <b>to</b>?</p> <p>If the clause signal <i>who(m)</i> were the object of the preposition <b>to</b>, the clause would have no (<i>subject, object</i>).</p> <p>761</p>
<p>two</p> <p>1030</p>	<p><b>This is a matter <i>which is of great importance</i>.</b></p> <p>Reduce the italicized adjective clause to a prepositional phrase:</p> <p><b>This is a matter</b> _____.</p> <p>1031</p>
<p>b</p> <p>1300</p>	<p>Sentence fragments can result from splitting off a clause or a phrase from the beginning of a sentence, as well as from the end.</p> <p>a. <b>I wandered among the crowd. Looking for a familiar face.</b>  b. <b>Looking for a familiar face. I wandered among the crowd.</b></p> <p>The sentence fragment comes first in (a, b). _____</p> <p>1301</p>
<p>No</p> <p>1570</p>	<p>Sometimes it is difficult or awkward to tell <b>who</b> or <b>what</b> at the beginning of your main statement.</p> <p>While peeling onions, _____?</p> <p>Since it would be difficult to continue this sentence, it would be best to tell <b>who</b> in the (<i>introductory word group, main statement</i>).</p> <p>1571</p>

The way to make a theme longer is to develop your thoughts and to add ideas. Don't pack it with empty words that waste your reader's time.

a

**A** I think that the plot is weak.

To lengthen your theme, would it be a good idea to add the words **In my opinion** at the point indicated? (*Yes, No*)

1840

1841

burst, frozen

## Lesson 59 Another Group of Three-Part Verbs

(Frames 2111-2147)

2109

- a. The company is always quite . . . in handling complaints.  
b. The company always handles complaints quite . . .

a

In which sentence would you use the adverb **promptly** because it would modify the verb **handles**? \_\_\_\_\_

2378

2379

person

**WRONG:** Always reread a *letter* before you mail *them*.

This sentence is wrong because the pronoun *them* disagrees with its antecedent in (*number, person*).

2647

2648

None

*Reminder:* After the first part of a date or an address, put a comma both before and after each additional part unless it ends the sentence.

**We shall be at the Chippewa Motor Hotel 850 Laurel Street Brainerd Minnesota until Tuesday May 10.**

2916

2917

Do not capitalize—

OCCUPATIONS: engineer, artist, lawyer, minister

DISEASES: measles, mumps, flu, chicken pox, polio

Cousin, Colby

Copy the words that require capitals:

**Just before easter our minister got pneumonia and was taken to the Oakfield hospital.** \_\_\_\_\_

3185

3186

talks	<p><i>Tomorrow my cousins will drive back to Springfield.</i></p> <p>The adverb <i>Tomorrow</i> modifies the verb _____.</p>	
221		222
conjunctions	<p>You have had much practice in using the conjunctions <b>and</b>, <b>but</b>, and <b>or</b> to make compound sentences.</p> <p>These conjunctions, <b>and</b>, <b>but</b>, and <b>or</b>, are sometimes called <b>coordinating (co- means equal) conjunctions</b> because they connect words and word groups that are (<i>unequal, equal</i>) in rank.</p>	
491		492
subject	<p>Now let us look at another sentence:</p> <p><b>The producers must consider <u>whom a movie might offend</u>.</b></p> <p>The pronoun <i>whom</i> cannot be the subject of the verb <i>might offend</i> because the verb already has a subject, the noun _____.</p>	
761		762
of great importance.	<p>Sometimes you can do even better by reducing the adjective clause to a single adjective.</p> <p><b>The plane carries a raft <i>that is made of rubber</i>.</b>  <b>The plane carries a rubber raft.</b></p> <p>Does the five-word adjective clause say any more than the one-word adjective <i>rubber</i>? (<i>Yes, No</i>)</p>	
1031		1032
b	<p>a. <b>Though I don't collect them. Stamps interest me.</b>  b. <b>Stamps interest me. Though I don't collect them.</b></p> <p>The sentence fragment comes first in (a, b). _____</p>	
1301		1302
introductory word group	<p>When it is awkward to tell <b>who</b> or <b>what</b> in the main statement, change the introductory word group to a <i>complete adverb clause</i>, leaving the main statement as it is.</p> <p>a. <b>While peeling onions, my eyes always smart.</b>  b. <b>While I peel onions, my eyes always smart.</b></p> <p>Which sentence is correct? _____</p>	
1571		1572
page 443		

	<p>"Deadwood" also results from a lack of careful revision. Keep working at a sentence until you succeed in removing all useless words and roundabout expressions.</p>							
No	<p>a. There is a great deal of value connected with this book. b. This book has great value.</p>							
1841	Which sentence is better? _____	1842						
	<p>There are a number of irregular verbs that follow the pattern of the verb <b>ring</b>.</p> <table> <tr> <td>PRESENT</td><td>PAST</td><td>PAST PARTICIPLE</td></tr> <tr> <td>ring</td><td>rang</td><td>(have) rung</td></tr> </table> <p>Underline the vowel in each of the above three forms of the verb <b>ring</b>. Vowels are <i>a, e, i, o, u</i>.</p>	PRESENT	PAST	PAST PARTICIPLE	ring	rang	(have) rung	2111
PRESENT	PAST	PAST PARTICIPLE						
ring	rang	(have) rung						
b	<p>Underline the correct word:</p> <p><b>My sunburn hurt (<i>bad, badly</i>) for several days.</b></p>							
2379		2380						
number	<p>In this and the following frames, circle the <i>N</i> when the pronoun disagrees with its antecedent in <i>Number</i>, the <i>P</i> when it disagrees in <i>Person</i>. Then cross out the incorrect pronoun (and sometimes the verb, too), and write your correction above.</p> <p><i>N P</i> A person is expected to keep their appointment.</p>	2649						
2648								
Hotel, Street, Brainerd, Minnesota, Tuesday,	<p>The time will come however when nations will settle their differences around the conference table not on the battlefield.</p>	2918						
2917								
Easter, Hospital	<p>Do not capitalize—</p> <p>TREES: elm, maple, willow, pine, birch FLOWERS: rose, peony, orchid, dandelion</p> <p>Copy the words that require capitals:</p> <p>The yellow chrysanthemums with the scarlet oak leaves make the display of the Meyer flower shop very colorful.</p>	3187						
3186		3187						

will drive

222

- One of the windows *occasionally* sticks.
- One of the windows sticks *occasionally*.
- Occasionally* one of the windows sticks.

In which sentence is the adverb farthest away from the verb it modifies? \_\_\_\_\_

223

equal

492

Because the two parts of a compound sentence are equal in rank, they are connected by a (*coordinating, subordinating*) conjunction.

493

movie

762

*whom a movie might offend*

When we straighten out this clause, we get:

*a movie might offend whom*

The clause signal *whom* is the (*subject, direct object*) of the verb *might offend*.

763

No

1032

**This is not a good book for people *who are nervous*.**

Substitute a single adjective for the adjective clause:

**This is not a good book for \_\_\_\_\_ people.**

1033

a

1302

- John completely overhauls each motor. **Before** selling the car.
- Before** selling the car. John completely overhauls each motor.

The sentence fragment comes first in (*a, b*). \_\_\_\_\_

1303

b

1572

*Sitting on the step, my foot fell asleep.*

The introductory word group is dangling because it was not the **foot** that was *sitting on the step*, but a person. It would be easier to correct this faulty sentence by answering the question **Who?** in the (*main statement, introductory word group*).

1573



	Some sentences remind us of a person who walks around the block to get to the house next door. The best sentence is one that—like an arrow—goes straight to the mark.	
b	<b>Before the realization of what had happened came to me, it was too late.</b>	
1842	Could this sentence be improved by revision? ( <i>Yes, No</i> )	1843
ring, rang, rung	<div>PRESENT ring</div> <div>PAST rang</div> <div>PAST PARTICIPLE (have) rung</div>	
2111	Does the vowel remain the same in any two forms of this verb? ( <i>Yes, No</i> )	2112
badly	<p>Underline the correct word:</p> <p><b>A family can live more (<i>economical, economically</i>) in a small town.</b></p>	
2380		2381
his N their	<p><i>N P</i> <b>When people were in debt, you used to be put in prison.</b></p> <p>(Punish the innocent for the crimes of the guilty?)</p>	
2649		2650
come, however, table,	<b>For the protection of small children matches drugs and sharp objects should be kept out of their reach.</b>	
2918		2919
Flower Shop	<p>Do not capitalize—</p> <p>BIRDS: robin, blue jay, crow, pheasant</p> <p>ANIMALS AND FISH: terrier, spaniel, elephant, catfish</p> <p>Copy the words that require capitals:</p> <p><b>We plan to take our collie with us to Moose lake, but we shall leave our canary with grandma Voss.</b></p>	
3187		3188

	<p>There are hundreds of adverbs that give information about verbs. In addition, there are some special adverbs that control the "power" of adjectives and other adverbs.</p> <p><i>very</i> <b>hot</b>    <i>somewhat</i> <b>hot</b>    <i>rather</i> <b>hot</b>    <i>so</i> <b>hot</b>  <i>quite</i> <b>hot</b>    <i>extremely</i> <b>hot</b>    <i>slightly</i> <b>hot</b>    <i>too</i> <b>hot</b></p> <p>The italicized adverbs modify the (<i>adjective, adverb</i>) <b>hot</b>.</p>	223	224
coordinating	<p>Conjunctions such as <b>because</b>, <b>when</b>, <b>if</b>, and <b>unless</b> are called <b>subordinating conjunctions</b> because they connect a word group of (<i>higher, lower</i>) rank than a sentence.</p>	493	494
direct object	<p><i>(who, whom)</i> a movie might offend</p> <p>Because the clause signal is the direct object of the verb <i>might offend</i>, we choose the object form _____.</p>	763	764
nervous	<p>Often the single adjective to which we reduce an adjective clause is a present or past participle.</p> <p><b>Milk is a necessity for any child</b> <i>that is growing</i>.  <b>Milk is a necessity for any</b> <i>growing</i> <b>child</b>.</p> <p>In the second sentence the adjective clause has been reduced to a (<i>present, past</i>) participle.</p>	1033	1034
b	<p>In this and the following frames, one of each pair of word groups is a sentence, and the other is a fragment. Draw a circle around the letter of the complete sentence.</p> <p>a. As soon as I realized my mistake.  b. I soon realized my mistake.</p>	1303	1304
introductory word group	<p>a. As I was sitting on the step, my foot fell asleep.  b. Sitting on the step, my foot fell asleep.</p> <p>Which sentence is correct? _____</p>	1573	1574

Yes	<p>a. Before the realization of what had happened came to me, it was too late.</p> <p>b. Before I realized what had happened, it was too late.</p> <p>How many useless words are eliminated by the revision of sentence a? _____</p>	1843	1844
No	<p>PRESENT                      PAST                      PAST PARTICIPLE</p> <p>ring                           rang                           (have) rung</p> <p>Notice that the past and past participle are different. The vowel a in the past turns to _____ in the past participle.</p>	2112	2113
economically	<p>A few adverbs have two forms—one with <i>-ly</i> and another without; for example, <b>slow—slowly, quick—quickly, loud—loudly, fair—fairly, cheap—cheaply</b>. The shorter form is frequently used in brief commands and on traffic signs.</p> <p>a. Drive . . . !                      b. I always eat my meals . . . .</p> <p>In which sentence is the adverb <b>slow</b> acceptable? _____</p>	2381	2382
they P you	<p>N P When a person gets angry, they should count to ten.</p>	2650	2651
children, matches, drugs(.)	<p>Mrs. Bilby folds and puts away every bag and every used piece of wrapping paper.</p>	2919	2920
Lake, Grandma	<p>11. Capitalize proper adjectives that modify common nouns.</p> <p>Dutch apple pie              Swiss cheese              Spanish moss</p> <p>Chinese checkers              Harvard beets              American elm</p> <p>Copy the words that require capitals:</p> <p>Our french poodle and siamese cat get along well together.</p>	3188	3189

adjective	<p><i>very awkwardly</i>    <i>rather awkwardly</i>    <i>so awkwardly</i>  <i>quite awkwardly</i>    <i>somewhat awkwardly</i>    <i>too awkwardly</i></p> <p>All the italicized adverbs modify the (<i>adjective, adverb</i>) <b>awkwardly</b>.</p>	
224		225
lower	<p>Because adverb clauses are of lower rank than the sentence to which they are attached, they are connected by (<i>coordinating, subordinating</i>) conjunctions.</p>	
494		495
whom	<p><b>The producer must consider</b> <i>whom a movie might offend</i>.</p> <p>We choose the object form <i>whom</i> because it is the direct object of the verb (<i>must consider, might offend</i>).</p>	
764		765
present	<p><b>Nothing disgusts me more than a child</b> <i>that has been spoiled</i>.  <b>Nothing disgusts me more than a spoiled child</b>.</p> <p>In the second sentence the adjective clause has been reduced to a (<i>present, past</i>) participle.</p>	
1034		1035
b	<p>Continue to draw a circle around the letter of each complete sentence:</p> <p>a. <b>I laughed until my sides ached.</b>  b. <b>Laughing until my sides ached.</b></p>	
1304		1305
a	<p>In this and the following frames, correct the dangling word group by changing it to a complete adverb clause. Make no change in the main statement.</p> <p><b>Being a rainy day, the outdoor track meet was postponed.</b></p> <p>_____, the outdoor track meet was postponed.</p>	
1574		1575
page 449		

four

- a. It tells how the American people conquered the wilderness.  
b. It tells of the American people and the way in which they conquered the wilderness.

Which sentence is better? \_\_\_\_\_

1844

1845

Supply the missing forms of the verb **ring**:

u

PRESENT

PAST

PAST PARTICIPLE

ring

(have) \_\_\_\_\_

2113

2114

a

- a. Play . . . !      b. The store treats all customers . . .

Although both **fair** and **fairly** are adverbs, in which sentence should **fairly**, rather than **fair**, be used? \_\_\_\_\_

2382

2383

he  
N they

*N P* Can you really judge a person's character by their handwriting?

2651

2652

None

The newspaper praised Fred Kaslow the driver of the bus for his cool skillful handling of the emergency.

2920

2921

French, Siamese

In this and the following frames, copy only the words in each sentence to which capitals need to be added:

Among the sponsors of the Good Will club are father Cole of Trinity church, mayor Phillips, a judge, a doctor, and my uncle George.

3189

3190



<p>adverb</p> <p>225</p>	<p><b>Too many people vote without sufficient information.</b></p> <p>The adjective <b>many</b> modifies the noun <b>people</b>.</p> <p>What adverb modifies the adjective <b>many</b>? _____</p> <p>226</p>
<p>subordinating</p> <p>495</p>	<p>A sentence that contains one or more subordinate clauses is called a <b>complex sentence</b>.</p> <p>Any sentence that contains an adverb clause is a (<i>complex, compound</i>) sentence.</p> <p>496</p>
<p>might offend</p> <p>765</p>	<p>To choose between <b>who</b> and <b>whom</b> in a noun clause, see how it is used <i>within the clause itself</i>.</p> <p>The way in which the entire noun clause is used in the full sentence has no bearing on your choice of <b>who</b> or <b>whom</b>. (<i>True, False</i>)</p> <p>766</p>
<p>past</p> <p>1035</p>	<p>Any adjective clause that identifies someone or something can be reduced to an appositive phrase very simply.</p> <p><b>Corn, which was our main crop, did poorly that year.</b>  <b>Corn, our main crop, did poorly that year.</b></p> <p>This reduction eliminates two useless words: _____ and _____.</p> <p>1036</p>
<p>a</p> <p>1305</p>	<p>a. It was woven from discarded scraps of cloth.  b. Woven from discarded scraps of cloth.</p> <p>1306</p>
<p>Because (Since, As) it was a rainy day,</p> <p>1575</p>	<p>Continue to follow the directions for the previous frame.</p> <p><b>Struggling through the underbrush, the hunter's clothes were badly torn.</b></p> <p>_____</p> <p><b>the hunter's clothes were badly torn.</b></p> <p>1576</p>

Avoid repeating in the same sentence the meaning already stated by another word or group of words.

a

Cross out two repetitious words:

**The modern car of today is a complicated machine.**

1845

1846

The next seven verbs that we study follow the **ring-rang-rung** pattern. One should help you to remember the others. Supply the missing forms:

rang.  
(have) rung

ring

rang

(have) rung

sing

sang

(have) \_\_\_\_\_

2114

2115

When an adverb has two forms—one with *-ly* and another without—the longer form is preferred in formal usage.

b

a. **Please come *quick!***

b. **A good executive can make important decisions *quick.***

In which sentence would it be advisable to change the adverb *quick* to *quickly*? \_\_\_\_\_

2383

2384

his  
N their

**N P Once a player takes his hand off a checker, you can't take back the move.**

2652

2653

Kaslow,  
bus, cool,

**You know Ralph that any player who breaks the training rules is suspended for the season.**

2921

2922

Club, Father,  
Church, Mayor,  
Uncle

**Perhaps grandma Wiles will spend easter with my aunt in the east.**

3190

3191

	<p><b>Lois speaks French very fluently.</b></p> <p>Too      The adverb <b>fluently</b> modifies the verb <b>speaks</b>.</p> <p>What adverb modifies the adverb <b>fluently</b>? _____</p>
226	227
complex	<p>In every complex sentence that contains an adverb clause, you can expect to find a (<i>coordinating, subordinating</i>) conjunction.</p>
496	497
True	<p>To decide whether to use the pronoun <b>who</b> or <b>whom</b>, you need to look only (<i>inside, outside</i>) the clause.</p>
766	767
which, was	<p><b>The next event, <i>which was a tug of war</i>, was won by the freshmen.</b></p> <p>Write in the appositive phrase to which the italicized clause can be reduced:</p> <p><b>The next event, _____, was won by the freshmen.</b></p>
1036	1037
a	<p>a. Although the movie finally came to a happy ending. b. The movie finally came to a happy ending.</p>
1306	1307
While (As) he struggled through the underbrush,	<p><b>Unless thoroughly cooked, a person should not eat pork.</b></p> <p>_____ _____, a person should not eat pork.</p>
1576	1577

of today

Reduce the following wordy sentence to only four words:

John's attitude toward his father was that he had respect for him.

1846

1847

sung

Supply the missing forms:

PRESENT

PAST

PAST PARTICIPLE

ring

rang

(have) rung

sink

\_\_\_\_\_

(have) sunk

shrink

shrank

(have) \_\_\_\_\_

2115

2116

Although we frequently hear **sure** (instead of **surely**) used as an adverb in informal conversation, to many people it sounds slangy and slipshod.

b

**He surely gave our suggestion his careful consideration.**

The adverb *surely* is required because it modifies the verb

2384

2385

he  
P you

N P

It's exciting to hook a sailfish because they put up a big fight.

2653

2654

know, Ralph,

In the remaining frames, put circles around any commas that should be omitted. If all the commas in any sentence are necessary, write *Correct*.

When we finally reached the stadium, we drove around, and looked for a place to park.

2922

2923

Grandma,  
Easter, East

My dad often says that he married my mother because she was born on the fourth of July, and he therefore would not run the risk of forgetting her birthday.

3191

3192

very	<p>The lake was slightly rough.</p> <p>The adverb <b>slightly</b> modifies the _____ rough.</p>	227	228
subordinating	<p>a. <b>when, as, since, where, after, as if, because, unless, so that, although, etc.</b></p> <p>b. <b>and, but, or</b></p> <p>Which one of the above groups consists of subordinating conjunctions—<i>a</i> or <i>b</i>? _____</p>	497	498
inside	<p>If the clause signal is the subject or subject complement within the clause, use the subject form (<i>who, whom</i>).</p>	767	768
a tug of war	<p>Do you remember that a gerund is a noun formed by adding <i>-ing</i> to a verb and that a gerund can be used in any way that a noun is used?</p> <p><b>The ladies raised money <i>by selling cakes</i>.</b></p> <p>Here the gerund phrase <i>selling cakes</i> is the object of the preposition _____.</p>	1037	1038
b	<p>a. <b>He gave no signal to the car behind him.</b></p> <p>b. <b>Giving no signal to the car behind him.</b></p>	1307	1308
Unless it (the pork) has been thoroughly cooked,	<p>Used for only a short time, the Sibleys expect a good price for their car.</p> <p>_____, the Sibleys expect a good price for their car.</p>	1577	1578



John respected  
his father.

1847

In this and the following frames, improve each sentence by crossing out the number of useless words indicated in the parentheses:

**It would do more harm than it would do good to your car. (3)**

1848

sank,  
(have) shrunk

2116

Supply the missing forms:

PRESENT

ring

spring

swim

PAST

rang

swam

PAST PARTICIPLE

(have) rung

(have) sprung

(have) \_\_\_\_\_

2117

gave

2385

Underline the correct word:

**Young people (*sure, surely*) appreciate a parent's interest in their activities and problems.**

2386

it puts  
N they put

2654

**N P The less exercise one takes, the less food you need.**

2655

around ①

2923

**Films, slides, and models, make a science course, for example, much more interesting.**

2924

Fourth

3192

**The president urged full support of the United nations.**

3193

adjective  
(or subject  
complement)

Elsie can type quite rapidly.

The adverb **quite** modifies the \_\_\_\_\_ rapidly.

228

229

a

a. A serious fire broke out, and the building was empty.

b. A serious fire broke out while the building was empty.

One sentence merely adds one fact to another. The other sentence explains *how* the two facts are related.

Which sentence brings out more clearly the *relationship* between the two ideas—a or b? \_\_\_\_\_

498

499

who

If the clause signal is the object of a verb or preposition within the clause, use the object form (*who*, *whom*).

768

769

by

An adverb clause can often be reduced to a prepositional phrase with a gerund phrase as the object of the preposition (*by*, *for*, *on*, *in*, *before*, *after*, etc.).

*Because we took a short cut, we saved five miles.*

*By taking a short cut, we saved five miles.*

The gerund phrase is the object of the preposition \_\_\_\_\_.

1038

1039

a

a. Which makes her look much taller than she is.

b. It makes her look much taller than she is.

1308

1309

Because (Since,  
As) it (the car)  
was used for  
only a short  
time,  
1578

Seeing a large crowd around the car, our curiosity was aroused.

\_\_\_\_\_, our curiosity was aroused.

1579

it would do

The dashboard on the inside of the car has also been improved. (3)

1848

1849

sprang,  
(have) swum

Supply the missing forms, following the **ring-rang-rung** pattern:

PRESENT

PAST

PAST PARTICIPLE

begin

\_\_\_\_\_

(have) \_\_\_\_\_

drink

\_\_\_\_\_

(have) \_\_\_\_\_

2117

2118

surely

If using **surely** sounds stiff and unnatural to you, you can use the adverb **certainly** in its place.

Supply an adverb with the same meaning as **surely**:

We \_\_\_\_\_ saved money by painting the house ourselves.

2386

2387

one (he) needs  
P you need

**N P** Before you take medicine, a person should always read the label.

(Note: In this frame you need to cross out a noun rather than a pronoun.)

2655

2656

models ①

We are supposed to memorize, not read, our parts in the play.

2924

2925

President,  
Nations

Our assignment was to write an interpretation of "the Death of the Hired man" by Robert Frost, the new england poet.

3193

3194

	<p>You have now seen that adverbs can modify <i>three</i> different classes of words.</p> <p>Besides modifying verbs, adverbs can also modify other modifiers.</p> <p>By "other modifiers" we mean adjectives and _____.</p>	229	230
adverb			
	<p>a. A serious fire broke out, and the building was empty. b. A serious fire broke out while the building was empty.</p> <p>Which sentence is a complex sentence because it contains a subordinating conjunction? _____</p>	499	500
b			
	<p>When a noun clause begins with <b>whoever</b> or <b>whomever</b>, we make our choice in exactly the same way as we did with <b>who</b> and <b>whom</b>.</p> <p>Underline the correct word:</p> <p><b>Mrs. Torrey tells (<i>whoever, whomever</i>) will listen about her operation.</b></p>	769	770
whom			
	<p><i>When he saw his final grade, Ron leaped with joy.</i></p> <p>Complete the following sentence by supplying a gerund phrase as the object of the preposition <i>On</i>:</p> <p><i>On _____,</i> <b>Ron leaped with joy.</b></p>	1039	1040
by			
	<p>In this and the following frames, write an <i>S</i> for each word group that is a <i>Sentence</i>, and an <i>F</i> for each word group that is a <i>Fragment</i>. Write your answers on the two lines in the same order as the word groups.</p> <p><b>This article recommends electing our Presidents. By a direct vote of the people.</b> _____</p>	1309	1310
b			
	<p>Because (Since, As) we saw a large crowd around the car,</p> <p>While writing my summary of <i>Macbeth</i>, my baby sister kept interrupting me.</p> <p>_____, my baby sister kept interrupting me.</p>	1579	1580
Because (Since, As) we saw a large crowd around the car,			

on the inside

She weighed the meat on a scale in order to see if she had been cheated. (5)

1849

1850

began,  
(have) begun  
drank,  
(have) drunk

a. rang, sang, sank, shrank, sprang, swam, began, drank  
b. rung, sung, sunk, shrunk, sprung, swum, begun, drunk

Which group consists of simple past verbs that you would use *without* the forms of the helping verb **have** or **be**?

2118

2119

certainly

Use **really**, not **real**, as an adverb meaning **very**.

Underline the correct word:

**Roberta is (*real*, *really*) serious about her plans.**

2387

2388

you  
P a-person

From here on, supply a pronoun that agrees in number and person with its antecedent:

If a person overparks, the police tow \_\_\_\_\_ car away.

2656

2657

Correct

No, I should not like to meet Mr. Parker, when he is angry.

2925

2926

"The . . . Man,"  
New England

Among the exhibits of the Library of congress are the original declaration of independence and the constitution.

\_\_\_\_\_

\_\_\_\_\_

3194

3195



	<p>In this and the following frames, the position of the periods should tell you whether the missing word would be an adjective or an adverb.</p>	
adverbs	<p><b>Our hotel room was very . . .</b></p> <p>The missing word (such as <i>small, shabby, or comfortable</i>) would be an (<i>adjective, adverb</i>).</p>	231
230		
	<p>a. A serious fire broke out, and the building was empty. b. A serious fire broke out while the building was empty.</p> <p>The relationship between the two facts is brought out more clearly by the (<i>complex, compound</i>) sentence.</p>	501
b		
500		
	<p><b>Mrs. Torrey tells <i>whoever will listen</i> about her operation.</b></p> <p><i>Whoever</i> is correct because it is the (<i>subject, object</i>) of the verb <i>will listen</i> within the clause.</p>	771
whoever		
770		
	<p><b>You can often frighten away wild animals <i>if you will hit two stones together</i>.</b></p> <p>Supply a gerund phrase as the object of the preposition <i>by</i>: <b>You can often frighten away wild animals <i>by</i> _____</b></p> <p>_____</p>	1041
seeing his final grade,		
1040		
	<p>Write an <i>S</i> (for <i>Sentence</i>) or an <i>F</i> (for <i>Fragment</i>) for each of the two word groups:</p> <p><b>Thinking that the gun was empty. He jokingly pointed it at his friend. _____</b></p>	1311
S F		
1310		
	<p>From here on, correct each sentence by answering the question <b>Who?</b> or <b>What?</b> at the beginning of the main statement. Make no change in the introductory word group.</p> <p><b>Having studied hard, my test score disappointed me.</b></p> <p><b>Having studied hard, _____</b></p> <p>_____</p>	1581
While (As, When) I was writing my summary of <i>Macbeth</i> ,		
1580		

on a scale  
in order

1850

After the time that our family moved to Argyle, I did not see Uncle John very frequently from then on. (6)

1851

a

2119

- a. rang, sang, sank, shrank, sprang, swam, began, drank  
b. rung, sung, sunk, shrunk, sprung, swum, begun, drunk

Which group consists of past participles that you would use with the forms of the helping verb **have** or **be**? \_\_\_\_\_

2120

really

2388

- a. The test was *real* difficult.  
b. The party was a *real* success.

The word *real* should be changed to *really* in sentence \_\_\_\_.

2389

his

2657

The poster shows a person how \_\_\_\_\_ should put on a life preserver.

2658

Mr. Parker ☉

2926

Not a thing was broken, or lost, or mislaid as a result of our moving.

(Note that there are two *or*'s in this series.)

2927

Congress,  
Declaration,  
Independence,  
Constitution

3195

At various times we have owned a collie, a police dog, an irish terrier, and a persian cat.

3196

adjective	<p><b>We . . . find Skippy in a neighbor's yard.</b></p> <p>The missing word (such as <i>often</i>, <i>usually</i>, or <i>sometimes</i>) would be an (<i>adjective</i>, <i>adverb</i>).</p>
231	232
complex	<p>a. The dog won't eat, and he seems to be hungry. b. The dog won't eat although he seems to be hungry.</p> <p>The relationship between the two facts is brought out more clearly by the (<i>compound</i>, <i>complex</i>) sentence.</p>
501	502
subject	<p>Underline the correct word: (<i>Whoever</i>, <i>Whomever</i>) <i>the country elects will face serious problems.</i></p>
771	772
hitting two stones together.	<p><i>Before I joined the club, I attended several meetings.</i></p> <p>Supply a gerund phrase as the object of the preposition <i>Before</i>: <i>Before</i> _____, I attended several meetings.</p>
1041	1042
F S	<p>Write an <i>S</i> (for <i>Sentence</i>) or an <i>F</i> (for <i>Fragment</i>) for each of the two word groups: <b>Although the dog is friendly to the family. It is very unfriendly to others.</b> _____</p>
1311	1312
I was disappointed in my test score.	<p>When inflated with air, six people can be carried on this raft. When inflated with air, _____ _____</p>
1581	1582

the time that,  
from then on

1851

Shirley had unusual self-confidence in herself when she went shopping to buy something for herself or someone else. (5)

1852

b

Underline three verbs that follow the **ring-rang-rung** pattern:

think      sing      sink      wink      spring

2120

2121

a

Although *-ly* is used mainly to change adjectives to adverbs, it is also used to change a few nouns to adjectives; for example, **friend-ly, neighbor-ly, father-ly, order-ly.**

**Our new neighbors are unusually *friendly*.**

The word *friendly* is an adjective because it modifies the noun \_\_\_\_\_.

2389

2390

he

Why don't you boys help \_\_\_\_\_ to some lunch?

2658

2659

broken ☉  
lost ☉

The alligator has a thick, tough, leathery, hide.

2927

2928

Irish, Persian

The members of our latin class sent Alva an african violet after her operation for appendicitis at the Bennett hospital.

3196

3197

adverb	<p>The fair will last for . . . days.</p> <p>The missing word would be an (<i>adjective, adverb</i>).</p>	
232		233
complex	<p>SUBORDINATING CONJUNCTIONS    <b>when, as, since, were, after, as if, because, unless, so that, although, etc.</b></p> <p>COORDINATING CONJUNCTIONS    <b>and, but, or</b></p> <p>The conjunctions that show <i>more specifically</i> the relationship between the two facts or ideas that they connect are the (<i>subordinating, coordinating</i>) conjunctions.</p>	503
502		
Whomever	<p><i>Whomever the country elects will face serious problems.</i></p> <p><i>Whomever</i> is correct because it is the (<i>subject, object</i>) of the verb <i>elects</i> within the clause.</p>	773
772		
joining the club,	<p>Here is an adjective clause, too, that can be reduced in the same way:</p> <p><i>We have a plan that would improve the bus service.</i></p> <p>Supply a gerund phrase as the object of the preposition <i>for</i>:</p> <p><b>We have a plan for _____</b></p> <p>_____</p>	1043
1042		
F S	<p>Thoreau took to the woods. To discover how simply a person could live.    _____</p>	1313
1312		
this raft can carry six people.	<p>Reaching for the sugar, the cream pitcher was overturned by my dad.</p> <p>Reaching for the sugar, _____</p> <p>_____</p>	1583
1582		



in herself,  
to buy something

1852

Of all the hunter's articles of equipment that he uses, his rifle is the most important to him. (7)

1853

sing, sink, spring

2121

Underline three verbs that follow the ring-rang-rung pattern:

swim      fling      skin      begin      drink

2122

neighbors

2390

Since words such as **neighborly**, **fatherly**, and **orderly** are adjectives, they cannot be used to modify verbs.

WRONG: Mr. Haines discusses literature *scholarly*.

This sentence is wrong because the adjective *scholarly* cannot modify the verb \_\_\_\_\_

2391

yourselves

2659

Some of the customers made it difficult for the clerk by rushing \_\_\_\_\_

2660

leathery①

2928

To tell the truth, I tried to be friendly, but Bob didn't respond.

2929

Latin, African,  
Hospital

3197

Dr. Carver, the great negro agricultural chemist, refused money for his discoveries because he felt that he was doing god's work.

3198

adjective	<p><b>We studied the road map . . . carefully.</b></p> <p>The missing word would be an (<i>adjective, adverb</i>).</p>	
233		234
subordinating	<p>We can give a sentence many different meanings merely by changing the subordinating conjunction.</p> <p><b>I shall not tell Ruth . . . I see her.</b></p> <p>Underline the only subordinating conjunction that does <i>not</i> fit into the above sentence:</p> <p><b>when until so that if unless although</b></p>	
503		504
object	<p>Underline the correct word:</p> <p><b>I have great admiration for (<i>whoever, whomever</i>) wrote this article.</b></p>	
773		774
improving the bus service.	<p><b>The French class has a new tape recorder <i>on which they listen to their pronunciation.</i></b></p> <p>Change the adjective clause to a prepositional phrase with a gerund:</p> <p><b>The French class has a new tape recorder _____</b>  <b>_____ to their pronunciation.</b></p>	
1043		1044
S F	<p><b>Situated at the southern tip of Florida. Everglades Park is a vast wilderness of plants, birds, and animals. _____</b></p>	
1313		1314
my dad overturned the cream pitcher.	<p><b>Rolled very thin, you can make five dozen cookies from this batter.</b></p> <p><b>Rolled very thin, _____</b>  <b>_____</b></p>	
1583		1584

articles of,  
that he uses,  
to him

1853

The reporter spent a week in the town of Belding in order to observe the differences that exist between city life and small-town life. (7)

1854

swim, begin, drink

2122

In this and the following frames, supply the correct forms of the verb in parentheses. All follow the **ring-rang-rung** pattern.

After the bell had \_\_\_\_\_ three times, it \_\_\_\_\_  
once again. (*ring*)

2123

discusses

2391

neighborly      fatherly      scholarly      lovely

Since these adjectives already end in *-ly*, can we make adverbs of them by adding another *-ly*? (*Yes, No*)

2392

him (her)

2660

Don't judge a person entirely by \_\_\_\_\_ clothes.

2661

Correct

2929

When we hit the wet, and slippery pavement, our car skidded badly.

2930

Negro, God's

3198

A boys' chorus from the Burbank high school sang "Joy to the world" and several french christmas carols at the december meeting.

3199

adverb	<p>The room looks very . . . without the piano.</p> <p>The missing word would be an (<i>adjective, adverb</i>).</p>	235
234		
so that	<p>Think of the meaning of each sentence before you select the clause signal.</p> <p><b>The boys greeted each other . . . <i>nothing had happened.</i></b></p> <p>Underline the clause signal you would use to explain <b>how</b> the boys greeted each other:</p>	
504	<p>unless      as if      although      so that</p>	505
whoever	<p>Underline the correct word:</p> <p><b>Scholars have argued about (<i>who, whom</i>) wrote Shakespeare's plays.</b></p>	
774		775
for listening	<p>A prepositional phrase can sometimes be replaced by a single adjective or adverb.</p> <p><b>The cashier looked at the check <i>in a suspicious way.</i></b></p> <p>Substitute an adverb for the italicized prepositional phrase:</p> <p><b>The cashier looked at the check _____.</b></p>	
1044		1045
F S	<p><b>I have more than two thousand stamps. All of which are different. _____</b></p>	
1314		1315
this batter will (can) make five dozen cookies.	<p><b>While waiting for a bus, a passing car splashed me.</b></p> <p><b>While waiting for a bus, _____</b></p> <p>_____</p>	
1584		1585

the town of,  
in order,  
that exist

1854

When he had his examination, it showed that he needed dental work to be done in his mouth by a dentist. (13)

1855

rung, rang

2123

The shirt \_\_\_\_\_ more than it should have  
\_\_\_\_\_. (*shrink*)

2124

No

2392

lovely      neighborly      fatherly      scholarly

To make adverbial modifiers of these *-ly* adjectives, we must put them in prepositional phrases that can modify verbs: for example, **in a fatherly way, in an orderly manner.**

**Mr. Haines discusses literature *in a scholarly manner.***

The italicized phrase modifies the verb \_\_\_\_\_

2393

his (her)

2661

Once a customer has worn a dress, \_\_\_\_\_ cannot return it.

2662

wet ☉

2930

The Springfield Electric Company, which employs many young people, will not hire any boy or girl, who has not completed high school.

2931

High School,  
World, French,  
Christmas,  
December

3199

Our pastor told about the four chaplains of the catholic, jewish, and protestant faiths who went down with linked arms when their ship was sunk by the germans in world war II.

3200



adjective	<p>It is . . . hot at the equator.</p> <p>The missing word would be an (<i>adjective, adverb</i>).</p>
235	236
as if	<p><b>Bob studies at night . . . he completes his work in the afternoon.</b></p> <p>Underline the clause signal you would use to explain <b>on what condition</b> Bob studies at night:</p>
505	<p>until      although      because      unless</p> <p>506</p>
who	<p>Underline the correct word:</p> <p><b>The jury could not decide (<i>who, whom</i>) they could believe.</b></p>
775	776
suspiciously.	<p><b>You can buy a film at the store <i>on the corner</i>.</b></p> <p>Substitute an adjective for the italicized prepositional phrase:</p> <p><b>You can buy a film at the _____ store.</b></p>
1045	1046
S F	<p><b>Many college students help to pay their expenses. By doing odd jobs in their spare time. _____</b></p>
1315	1316
I was splashed by a passing car.	<p><b>By sitting around and talking, our work will never get done.</b></p> <p><b>By sitting around and talking, _____</b></p> <p>_____</p>
1585	1586

When he had, it,  
to be done in  
his mouth by  
a dentist

1855

My handicap that I have is in not being able to pronounce  
the sound of new words that I am not familiar with. (13)

1856

shrank, shrunk

2124

All of us \_\_\_\_\_ more cider than we should have  
\_\_\_\_\_. (drink)

2125

discusses

2393

WRONG: Mr. Dale spoke to Earl *fatherly*.

This sentence is wrong because the adjective *fatherly* can-  
not modify the verb **spoke**.

Supply a prepositional phrase that will include the adjective  
*fatherly*:

Mr. Dale spoke to Earl \_\_\_\_\_

2394

she

2662

The graduate should choose a college that is outstanding in  
the field of \_\_\_\_\_ choice.

2663

girl ☉

2931

Don't yawn, or look at your watch, when you are entertain-  
ing guests.

2932

Catholic, Jewish,  
Protestant,  
Germans,  
World War

3200

The zinnias bloom in august, but the asters do not bloom  
until fall.

3201

adverb

An adjective can modify only two classes of words: nouns and pronouns.

An adverb, however, can modify \_\_\_\_\_ classes of words. (How many?)

236

237

unless

**Mark applied for the job . . . he read the advertisement in the newspaper.**

Underline the clause signal you would use to explain **when** Mark applied for the job:

if      as soon as      although      where

506

507

whom

Underline the correct word:

**The jury could not decide (*who, whom*) was telling the truth.**

776

777

corner

In this and the following frames, reduce each italicized word group to the construction indicated in parentheses:

**The author *who wrote this story* knows a lot about sports.** (prepositional phrase)

**The author \_\_\_\_\_ knows a lot about sports.**

1046

1047

S F

## Lesson 36 Other Types of Sentence Fragments

[Frames 1316–1458]

1316

we will never get  
our work done.  
or  
we will never  
finish our work.  
1586

## Lesson 44 Parallel Construction for Parallel Ideas

[Frames 1589–1718]

that I have, in,  
the sound of,  
that I am not  
familiar with

1856

In the remaining frames, rewrite each sentence to express the idea more directly. (If your answer differs from that in the key, count your answer right if you have eliminated useless words.)

The meal that I receive the most enjoyment out of is breakfast. \_\_\_\_\_

1857

drank, drunk

2125

We \_\_\_\_\_ where we had never  
before. (*swim*)

2126

in a fatherly  
way (manner).

2394

Correct the following sentence:

Mr. Cornelius, our grocer, treats all his customers very neighborly.

Mr. Cornelius, our grocer, treats all his customers \_\_\_\_\_

2395

his (her)

2663

## Lesson 74 Pronouns That Mean One

[Frames 2665-2703]

yawn ☉  
watch ☉

2932

## Lesson 82 How to Use Semicolons, Colons, and Dashes

[Frames 2934-2974]

August

3201

## Lesson 89 Review: The Principles of Graphics

[Frames 3203-3232]

three

# Lesson 7 The Prepositional Phrase as a Modifier

[Topics: 239-252]

237

as soon as

**Our guide tied the canoe to a tree . . . it would not drift away.**

Underline the clause signal you would use to explain **why** the guide tied the canoe to a tree:

as if      where      since      so that

507

508

who

Underline the correct word:

(*Who, Whom*) **contributed this money is a deep and dark secret.**

777

778

of this story

**The employee must state the reason *why he was absent*.**  
(prepositional phrase)

**The employee must state the reason \_\_\_\_\_**

1047

1048

Don't let an appositive phrase become a fragment.

**WRONG: The home run was hit by Kent. *The first man at bat*.**

*"The first man at bat"* is an appositive phrase.

Does the appositive phrase have a subject and a verb?  
(*Yes, No*)

1318

When you dress in the morning, you may select any shoes you please as long as they make a matching pair.

Similarly, when you express two or more similar ideas, you may use any type of word group you wish as long as they (*match, differ*).

1588



I enjoy (my)  
breakfast most.

1857

Judy started going with another boy, and this boy that she started going with was very popular.

1858

swarm, swum

2126

The game had already \_\_\_\_\_ when it \_\_\_\_\_  
to rain. (*begin*)

2127

in a very  
neighborly way  
(manner).

2395

Do not use **kind of** and **sort of** as adverbial modifiers meaning **rather** or **somewhat** except in relaxed conversation. They are out of place in formal writing or speaking.

- a. I felt *kind of* embarrassed about my mistake.  
b. The public is *kind of* dubious about campaign promises.

In which sentence is *kind of* inappropriate? \_\_\_\_\_

2396

The pronouns **everyone** and **everybody** are peculiar words. They are often singular and plural at the same time. They are singular in form because they are built upon the words **one** and **body**, which are (*singular, plural*).

2665

#### SEMICOLONS

His car was out of gas, and mine had two flat tires.

This is a compound sentence. Its two main clauses are connected by the conjunction \_\_\_\_\_.

2934

- a. Bert pulled over to the side of the road, and the oil truck passed him.  
b. Bert pulled over to the side of the road, and let the oil truck pass.

Omit the comma in sentence (*a, b*).

3203

The picture . . . the cover is amusing.

Is the **picture** *on, in, near, over, or behind* the **cover**?

We need a word to show the *relationship* between the noun **cover** and the noun \_\_\_\_\_.

239

so that

**Mr. Hart put in a pinch of grass seed . . . he pulled out a weed.**

Underline the clause signal you would use to explain **where** Mr. Hart put in grass seed:

after      so that      if      wherever

508

509

Who

Underline the correct word:

**The newspaper would not reveal (*who, whom*) their informant was.**

(*Note: Take into account that the subject of the linking verb was is informant. If you are puzzled, look back to frame 754, page 427.*)

778

779

for his absence.

**The article offers many suggestions *that are practical*, (adjective)**

**The article offers many \_\_\_\_\_ suggestions.**

1048

1049

No

**The home run was hit by Kent. *The first man at bat*.**

Does the appositive phrase make sense by itself? (*Yes, No*)

1318

1319

match

The principle of expressing similar ideas in a similar or parallel way is known as **parallel construction**.

This principle means that if you put one idea into a prepositional phrase, you should also put a parallel idea into (*a prepositional phrase, an adverb clause*).

1588

1589

Judy started going with another boy who was very popular.

1858

The reason that I got up early was that I had work that needed to be done.

1859

begun, began

2127

The chorus \_\_\_\_\_ the same numbers that they had \_\_\_\_\_ at their spring concert. (*sing*)

2128

In more formal speech and writing, use the adverb **rather** or **somewhat** instead of **kind of** or **sort of**.

Correct the following sentence:

b

The public is *kind of* dubious about campaign promises.

The public is \_\_\_\_\_ dubious about campaign promises.

2396

2397

singular

2665

**Everyone** *is* ready.      **Everybody** *was* impatient.

Do the pronouns **Everyone** and **Everybody** take singular or plural verbs? \_\_\_\_\_

2666

A semicolon may be used in place of the conjunction **and**, **but**, or **or** to connect the main clauses in a compound sentence.

and

2934

**His car was out of gas; mine had two flat tires.**

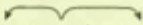
The two main clauses of this compound sentence are not connected by a conjunction but by a \_\_\_\_\_. 2935

b

3203

You may omit the comma and the conjunction in a compound sentence and replace them with a \_\_\_\_\_.

3204

  
The picture *on the cover* is amusing.

picture

The word that now shows the relationship between **cover** and **picture** is \_\_\_\_\_.

239

240

**Fear is good . . . it leads you to protect yourself.**

wherever

Underline the clause signal you would use to explain **under what condition** fear is good:

**though      if      although      unless**

509

510

who

Underline the correct word:

**The orchestra extends an invitation to (*whoever, whomever*) can play a musical instrument.**

779

780

practical

**People *who are irritable* do not make good clerks. (adjective)**

\_\_\_\_\_ people do not make good clerks.

1049

1050

No

**The home run was hit by Kent, *the first man at bat*.**

Now the appositive phrase makes sense because it is in the same sentence with the noun \_\_\_\_\_, which it explains.

1319

1320

a prepositional phrase

If you put one idea into an infinitive phrase, you should also put a parallel idea into (*a participial, an infinitive*) phrase.

1589

1590

I got up early  
because I had  
work to do.

1859

I sent a defective pen to you approximately a month or so  
ago to have a repair job done on it for me.

1860

sang, sung

2128

The ship \_\_\_\_\_ where several other ships had  
\_\_\_\_\_ before. (*sink*)

2129

rather or  
somewhat

2397

a. It made us *sort of* sad to leave the old farm.  
b. Jefferson was *sort of* fearful of centralized government.  
In which sentence is *sort of* inappropriate? \_\_\_\_\_

2398

singular

2666

**Everyone is ready. Everybody was impatient.**  
Although **everyone** and **everybody** are singular in form and  
always take singular verbs, we tend to think of them as  
meaning a number of persons, rather than a single person.  
Although **everyone** and **everybody** are *singular* in form, they  
are somewhat \_\_\_\_\_ in meaning.

2667

semicolon

2935

**I tried to explain; he was too angry to listen.**  
In this compound sentence the semicolon takes the place of  
the conjunction (*and, but*).

2936

semicolon

3204

*Fortunately* the tornado missed our town.  
*Occasionally* Mr. Baxter forgot to give an assignment.  
Putting commas after the italicized adverbs would give them  
(*more, less*) emphasis.

3205



<p>on</p> <p>240</p>	<p><b>Jerry strolled . . . the park.</b></p> <p>Did Jerry stroll <i>through, past, around, or toward</i> the park?</p> <p>We need a word to show the <i>relationship</i> between the noun <b>park</b> and the verb _____</p> <p>241</p>
<p>if</p> <p>510</p>	<p>See how simple it is to combine two sentences by using an adverb clause.</p> <p><b>As</b></p> <p><i>A The man came closer. I noticed a scar on his cheek.</i></p> <p>We change the italicized sentence to an adverb clause by adding the subordinating conjunction <b>As</b>. Then we change the period after the first sentence to a _____.</p> <p>511</p>
<p>whoever</p> <p>780</p>	<p>Underline the correct word:</p> <p><b>Lincoln had a kind word for (<i>whoever, whomever</i>) he met.</b></p> <p>781</p>
<p>Irritable</p> <p>1050</p>	<p><b>These toys were made of materials <i>which had been discarded.</i></b> (past participle)</p> <p><b>These toys were made of _____ materials.</b></p> <p>1051</p>
<p>Kent</p> <p>1320</p>	<p>a. The home run was hit by Kent. He was the first man at bat.</p> <p>b. The home run was hit by Kent. The first man at bat.</p> <p>c. The home run was hit by Kent, the first man at bat.</p> <p>Which one of the above three arrangements is incorrect—<i>a, b, or c?</i> _____</p> <p>1321</p>
<p>an infinitive</p> <p>1590</p>	<p><b>Bert's dad promised to buy a new car.</b></p> <p>In the above sentence, what Bert's dad promised is expressed in an (<i>infinitive phrase, adverb clause</i>).</p> <p>1591</p>

I sent you a pen  
approximately a  
month ago for  
repair.

1860

The reason for my having been absent is that my chemistry  
class visited a factory where they make glass.

1861

sank, sunk

2129

The five common irregular verbs that follow often cause  
errors that give the impression of uneducated speech.

PRESENT	PAST	PAST PARTICIPLE
do	did (not done)	(have) done

Fill in the correct forms of **do**:

I \_\_\_\_\_ what anyone else would have \_\_\_\_\_.

2130

b

2398

Correct the following sentence:

**Jefferson was sort of fearful of centralized government.**

**Jefferson was \_\_\_\_\_ fearful of centralized gov-  
ernment.**

2399

plural

2667

**everyone      everybody**

Shall we use singular pronouns to refer to these words be-  
cause of their singular form, or shall we use plural pronouns  
because of their plural meaning?

Those who consider form more important than meaning  
would use (*singular, plural*) pronouns.

2668

but

2936

A semicolon can also take the place of the clause signal  
**because** in a complex sentence.

a. **The bird couldn't fly; its wing was broken.**

b. **The streets were icy; traffic moved slowly.**

In which sentence does the semicolon take the place of the  
clause signal **because**? \_\_\_\_\_

2937

more

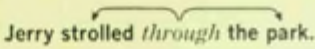
3205

a. **For the first time in many years we won every game of  
the season.**

b. **For the first time we won every game of the season.**

Because of the length of the introductory expression, a  
comma would more commonly be used in sentence (a, b).

3206

<p>strolled</p> <p>241</p>	<p style="text-align: center;">  </p> <p>The word that now shows the relationship between <b>park</b> and <b>strolled</b> is <u>  <i>through</i>  </u>.</p> <p style="text-align: right;">242</p>
<p>comma</p> <p>511</p>	<p><b>The man came closer. I noticed a scar on his cheek.</b>  <i>As the man came closer, I noticed a scar on his cheek.</i></p> <p>We have combined the two sentences by making a (<i>compound, complex</i>) sentence.</p> <p style="text-align: right;">512</p>
<p>whomever</p> <p>781</p>	<p>Underline the correct word:</p> <p>(<i>Whoever, Whomever</i>) <b>wrote this courageous editorial deserves a lot of admiration.</b></p> <p style="text-align: right;">782</p>
<p>discarded</p> <p>1051</p>	<p><b>I was kept awake by the faucet <i>that was dripping</i>.</b> (<i>present participle</i>)</p> <p><b>I was kept awake by the _____ faucet.</b></p> <p style="text-align: right;">1052</p>
<p>b</p> <p>1321</p>	<p>Now look at another cause of sentence fragments—the sentence with a compound predicate.</p> <p><b><u>We climbed the tower and looked at the scenery.</u></b></p> <p>The above sentence has a compound predicate that makes (<i>one, two</i>) statement(s) about the subject <b>We</b> in the first word group.</p> <p style="text-align: right;">1322</p>
<p>infinitive phrase</p> <p>1591</p>	<p><b>Bert's dad promised <i>to buy a new car</i>.</b></p> <p><i>To buy a new car</i> is an infinitive phrase.</p> <p>If you wanted to state a second promise that Bert's dad made, it would be better, for the sake of parallel construction, to use an (<i>adverb clause, infinitive phrase</i>).</p> <p style="text-align: right;">1592</p>

I was absent  
because my  
chemistry class  
visited a glass  
factory.  
1861

# Lesson 52 Review: Problems of Sentence Construction

[Frames 1863-1883]

	PRESENT go	PAST went	PAST PARTICIPLE (have) gone (not went)
did, done	Fill in the correct forms of go:		
2130	Joan _____ to say good-bye to Iris, but Iris had already _____.		
			2131

rather or  
somewhat

2399

In this and the following frames, underline the correct modifier or, in some cases, the word appropriate for formal usage:

**Clarence types fast but not very (*accurate, accurately*).**

2400

singular

2668

**Nearly everyone likes to see *his* name in print.**

In this sentence, both the verb and the pronoun that refers to **everyone** are (*singular, plural*).

2669

a

2937

A comma by itself cannot connect two main clauses. Only a semicolon has the power to hold main clauses together without the help of the conjunction **and**, **but**, or **or**.

- a. I shook the branches, the apples came tumbling down.
- b. I shook the branches; the apples came tumbling down.

Which sentence is correct? \_\_\_\_\_

2938

a

3206

- a. Before we bought our new car, we got prices from several dealers.
- b. We got prices from several dealers, before we bought our new car.

Omit the comma in sentence (*a, b*).

3207

through	<p>A word that shows the relationship of the noun or pronoun that follows it to some other word in the sentence is called a <b>preposition</b>.</p> <p>A preposition shows _____ ship.</p>	242	243
complex	<p><b>The man came closer, and I noticed a scar on his cheek.</b>  <i>As the man came closer, I noticed a scar on his cheek.</i></p> <p>The relationship between the two facts is brought out more clearly by the (<i>compound, complex</i>) sentence.</p>	512	513
Whoever	<p>In conversational English, <b>who</b> and <b>whoever</b> are often used in place of the object forms. In formal speech or writing, however, <b>whom</b> and <b>whomever</b> are the correct object forms.</p> <p>a. INFORMAL: <b>I wonder . . . Peggy will invite.</b>  b. FORMAL: <b>The public wonders . . . the mayor will blame.</b></p> <p>The pronoun <b>who</b> would be considered an error in (<i>a, b</i>).</p>	782	783
dripping	<p><b>Julie Monahan, who is the main character, is an unusual girl.</b> (appositive phrase)</p> <p><b>Julie Monahan, _____, is an unusual girl.</b></p>	1052	1053
two	<p>A careless writer sometimes creates a fragment by cutting off the last part of a compound predicate.</p> <p>WRONG: <b>We climbed the tower.</b> <i>And looked at the scenery.</i></p> <p>The italicized word group lacks a (<i>subject, verb</i>).</p>	1322	1323
infinitive phrase	<p>a. <b>My dad promised</b> <i>to buy a new car</i> <b>and</b> <i>that he would let me drive it.</i></p> <p>b. <b>My dad promised</b> <i>to buy a new car</i> <b>and</b> <i>to let me drive it.</i></p> <p>In which sentence are the italicized word groups parallel?</p> <p>_____</p>	1592	1593



Here is a letter written by a father to his son's camp counselors at Camp Michiwaki. Each sentence contains one of the errors studied in this unit. At the top of each frame, circle the letter of the error found in that frame. Then revise the sentence correctly. (Turn to the next frame.)

1863

	PRESENT run	PAST ran	PAST PARTICIPLE (have) run
went, gone	Fill in the correct forms of run:		
2131	Curtis _____ for the same office for which his father had _____.		
			2132

accurately	Ron ( <i>sure, surely</i> ) understood that I needed this money ( <i>badly, bad</i> ).	2401
2400		

singular	When the pronoun that refers to <b>everyone</b> or <b>everybody</b> is possessive ( <i>his, her</i> ), the singular pronoun sounds sensible and is preferred in formal writing and speaking.	
	Underline the pronoun preferred in formal usage:	
2669	<i>Everybody has the right to state (his, their) mind.</i>	2670

b	When there are other commas in a compound sentence, the important comma that breaks the sentence into two parts gets lost among the others.	
	<b>My Cousin Tom was popular, good-looking, and athletic, and, to tell the truth, I was a little jealous of him.</b>	
2938	The <i>compound sentence</i> comma follows the word _____.	2939

b	a. While we discuss the teacher sits among the class and listens.	
	b. While we eat we often listen to the TV evening news program.	
3207	To avoid misunderstanding, it would be advisable to use a comma after the short introductory clause in sentence (a, b).	3208

<p>relationship</p> <p>243</p>	<p>Many prepositions show relationships in <b>position</b>.</p> <p>POSITION: <i>in, on, by, under, below, beneath, above, over, beside, behind, across, against, etc.</i></p> <p>Underline the preposition that shows position:</p> <p><b>box of crackers      man from Mars      car behind us</b></p> <p>244</p>
<p>complex</p> <p>513</p>	<p>Combine each pair of sentences by changing the italicized sentence to an adverb clause. Write the full sentence, keeping the ideas in the same order.</p> <p><i>Veal is not my favorite meat.</i> <b>I sometimes eat it.</b></p> <p>_____</p> <p>_____</p> <p>514</p>
<p>b</p> <p>783</p>	<p>a. <b>The Senate is likely to approve . . . the President appoints.</b></p> <p>b. <b>You can vote for . . . you want.</b></p> <p>In which sentence would <b>whoever</b> be more acceptable as conversational usage? _____</p> <p>784</p>
<p>the main character</p> <p>1053</p>	<p><b>Steve's General Store</b>, <i>which is the only store in the village, sells everything from lollipops to washing machines.</i> (appositive phrase)</p> <p><b>Steve's General Store</b>, _____</p> <p>_____, <b>sells everything from lollipops to washing machines.</b></p> <p>1054</p>
<p>subject</p> <p>1323</p>	<p><b>We climbed the tower.</b> <i>And looked at the scenery.</i></p> <p>"<i>And looked at the scenery</i>" is a predicate that makes a statement about the subject _____ of the first word group.</p> <p>1324</p>
<p>b</p> <p>1593</p>	<p><b>The company wants a driver</b> <i>who knows the city.</i></p> <p>In the above sentence the qualification for the driver is expressed in (<i>a prepositional phrase, an adjective clause</i>).</p> <p>1594</p>

- a. dangling word group      b. faulty pronoun reference  
c. faulty comparison

Never having been away from home before, we hope that you will give our son special attention.

we hope that you will give him special attention.

1864

ran, run

2132

PRESENT  
come

PAST  
came (not come)

PAST PARTICIPLE  
(have) come

Fill in the correct forms of come:

Earl \_\_\_\_\_ home an hour ago, but Allen hasn't  
\_\_\_\_\_ home yet.

2133

surely, badly

2401

No teacher could have been more (*patient, patiently*) than Mr. Thomas.

2402

his

2670

Though we hear the plural pronoun *their* widely used to refer to **everyone** and **everybody** in informal English, it is likely to be criticized in formal writing or speaking.

**Has everybody turned in *their* paper?**

This sentence is acceptable as (*informal, formal*) usage.

2671

athletic

2939

When other commas are present, it is a good idea to change the *compound sentence* comma to a semicolon.

**My Cousin Tom was popular, good-looking, and athletic; and, to tell the truth, I was a little jealous of him.**

Using a semicolon instead of a comma after **athletic** makes the main break in the sentence (*more, less*) conspicuous.

2940

a

3208

When people are at home, do they strew papers, tin cans, and bottles, around their yards?

Omit the comma after the word \_\_\_\_\_

3209

	Some prepositions show <b>direction</b> .	
	DIRECTION: <i>to, from, toward, down, up, at</i>	
behind	The rock rolled down the mountain.	
244	The preposition <b>down</b> shows the _____ in which the rock rolled.	245
Although veal is not my favorite meat, I sometimes eat it.	Follow the directions given in the previous frame: <b>Skippy hid under the sofa. He was afraid of the storm.</b> _____ _____	515
	UNIT 4: OTHER DEVICES OF SUBORDINATION	
b	Lesson <b>21</b> Subordination by Present Participles	
784	(Frames 786-827)	
the only store in the village	<i>After he had saved all this money, Brooks lost it.</i> (prepositional phrase with gerund) _____, Brooks lost it.	1055
1054		
We	We climbed the tower and looked at the scenery. This sentence is right because a predicate belongs in the same sentence with its _____.	1325
1324		
an adjective clause	The company wants a driver <i>who knows the city</i> . <i>Who knows the city</i> is an adjective clause. If you want to state a second qualification for the driver, it would be better, for the sake of parallel construction, to use ( <i>an adjective clause, a prepositional phrase</i> ).	1595
1594		
page 489		

a  
Since (Because,  
As) our son has  
never been away  
from home  
before,  
1864

- a. misplaced modifier      b. nonparallel construction  
c. incorrect omission of words

We will telephone daily to inquire whether he is happy, comfortable, and his health is good.

We will telephone daily to inquire whether he is \_\_\_\_\_

1865

came, come

2133

PRESENT

come

run

PAST

came

ran

PAST PARTICIPLE

(have) come

(have) run

To avoid a very common error, notice that **come** and **run** are two-part, not one-part, verbs. The form that is different from the other two is the \_\_\_\_\_ form.

2134

patient

2402

In those days people lived (*simpler, more simply*) than they do today.

2403

informal

2671

- a. *Everyone* should wash *their* hands before touching food.  
b. *Everyone* should wash *his* hands before touching food.

Which sentence would be more acceptable in formal speech or writing? \_\_\_\_\_

2672

more

2940

The mature reader enjoys a novel for its ideas, its portrayal of character, and its literary style, but the youthful reader, generally speaking, looks for excitement, suspense, and sudden surprises.

To make the sentence break more conspicuous, substitute a semicolon for the comma after the word \_\_\_\_\_

2941

bottles

3209

An old sailor and his dog and his cat lived in this lonely weather-beaten shack.

One comma is required after the word \_\_\_\_\_

3210



A few prepositions show relationships in time.

TIME: *before, during, after, until, till*

direction

a. Brush your teeth . . . meals.

b. Park your car . . . the corner.

Which sentence requires a preposition that will show a *time* relationship? \_\_\_\_\_

245

246

Skippy hid  
under the sofa  
because (since,  
as) he was  
afraid of the  
storm.  
515

*You are the oldest. It was your responsibility.*

(Note: Count your sentence right if it makes good sense, even if you did not use the same clause signal given in the answer.)

516

In this unit we study other useful devices for subordination that will help us to write more mature sentences. When we subordinate a fact or an idea, we express it in a word group that is (*more, less*) than a sentence.

786

After saving all  
this money,

*If you will make notes of important facts, you will make reviewing easier.* (prepositional phrase with gerund)

\_\_\_\_\_, you will make reviewing easier.

1055

1056

subject

a. We climbed the tower. We looked at the scenery.

b. We climbed the tower and looked at the scenery.

c. We climbed the tower. And looked at the scenery.

Which one of the above three arrangements is incorrect—

a, b, or c? \_\_\_\_\_

1325

1326

an adjective  
clause

a. The company wants a driver *who knows the city and who has a good safety record.*

b. The company wants a driver *who knows the city and with a good safety record.*

In which sentence are the italicized word groups parallel?

\_\_\_\_\_

1595

1596

b happy, comfortable, and healthy.  1865	a. misplaced modifier      b. <i>is when</i> or <i>is where</i> error c. incorrect omission of words  Do not force him to eat salad, which he never has and never will eat. Do not force him to eat salad, _____  _____	1866
past  2134	PRESENT come run  The past forms of <b>come</b> and <b>run</b> are _____ and _____  PAST came ran  PAST PARTICIPLE (have) come (have) run  2135	2135
more simply  2403	It was ( <i>rather, kind of</i> ) surprising that the public accepted the news so ( <i>calm, calmly</i> ).  2404	2404
b  2672	So far we have been dealing with the possessive pronoun <i>his</i> . The situation is somewhat different when we use the nominative pronoun <i>he</i> or <i>she</i> or the _____ pronoun <i>him</i> or <i>her</i> .  2673	2673
style  2941	COLONS A colon says to the reader, "Look ahead. Here it comes," and directs his attention to what follows. a. I am taking five courses. b. I am taking five courses: You expect the courses to be listed after ( <i>a, b</i> ).  2942	2942
lonely  3210	Louis Bleriot, a French aviator, flew across the English Channel, on July 25, 1909. Omit the comma after the word _____  3211	3211

page 492

Still other prepositions, such as *of*, *for*, *about*, *with*, *except*, and *but* (when it means *except*), show many different kinds of relationships between the words they relate.

a

EXAMPLES: a pound of tea      a story about war  
a letter for me      a cake with frosting

Each of the underlined words is a \_\_\_\_\_.

246

247

Since you are  
the oldest,  
it was your  
responsibility.

516

**Mr. Doyle decided to buy our car.** *We had already sold it.*

(In other words, Mr. Doyle made up his mind too late.)

\_\_\_\_\_

\_\_\_\_\_

517

less

Prepositional phrases and adverb, adjective, and noun clauses are **subordinate** word groups because they (*do*, *do not*) make complete sense apart from a sentence.

786

787

By making  
notes of  
important facts,

1056

**There seemed to be no way** *in which we could reduce our expenses.* (prepositional phrase with gerund)

**There seemed to be no way** \_\_\_\_\_

\_\_\_\_\_

1057

c

A noun-participle (absolute) phrase consists of a noun followed by a present or past participle that modifies it.

- a. Dripping with rain
- b. His raincoat dripping

1326

Which item is a noun-participle phrase? \_\_\_\_\_

1327

a

- a. It was cruel to catch the bird and keeping it in a cage.
- b. It was cruel to catch the bird and to keep it in a cage.

Which sentence is better? \_\_\_\_\_

1596

1597

c  
which he never  
has eaten and  
never will eat.

1866

- a. misplaced modifier      b. nonparallel construction  
c. faulty pronoun reference

Also, if there is any skin on chicken, he will refuse to eat it.

Also, he will refuse \_\_\_\_\_

1867

came, ran

2135

Notice the similarity between **come** and **become**:

PRESENT	PAST	PAST PARTICIPLE
come	came	(have) come
become	became	(have) become

Fill in the correct forms of **become**:

Howard \_\_\_\_\_ a draftsman although he could  
have \_\_\_\_\_ an engineer. 2136

rather, calmly

2404

In spite of the customer's bad manners, the salesman conducted himself (*gentlemanly, in a gentlemanly manner*).

2405

objective

2673

When the pronoun that refers to **everyone** or **everybody** is nominative (*he, she*) or objective (*him, her*), we are often forced to use the plural pronoun *their* (or *them*) to prevent absurdity.

*Everybody had warned me, but I didn't believe him.*

Does the singular pronoun *him* make good sense in this sentence? (Yes, No) 2674

b

2942

Use a colon (:) before an item or a series of items introduced by a statement that is grammatically complete.

a. My favorite courses are . . .

b. These are my favorite courses . . .

After which statement would you use a colon because the statement is grammatically complete? \_\_\_\_\_ 2943

Channel

3211

A *restrictive* clause is essential to the meaning of a sentence. A *nonrestrictive* clause merely adds a fact that is unessential to the meaning of a sentence.

The clause that should be set off with commas from the rest of the sentence is the (*restrictive, nonrestrictive*) clause.

3212

<preposition 247<="" pre=""> </preposition>	<p>The noun or pronoun that follows a preposition is called its <b>object</b>.</p> <p style="text-align: center;"><b>The man in the next seat was a doctor.</b></p> <p>The preposition is <b>in</b>; the object of the preposition is the noun _____.</p> <p style="text-align: right;">248</p>
<p>Mr. Doyle decided to buy our car after we had already sold it.</p> <p style="text-align: right;">517</p>	<p style="text-align: center;"><i>Peaches are plentiful. They are very poor.</i></p> <p>(<i>Note: Because or when would not make good sense here.</i>)</p> <p style="text-align: right;">518</p>
<p>do not</p> <p style="text-align: right;">787</p>	<p><b>Verbals</b> are also useful devices for subordination.</p> <p>A <b>verbal</b> is a verb that has crossed the boundary line and become another class of word without completely losing its identity as a verb.</p> <p>A word that functions as both a verb and an adjective would be classified as a _____.</p> <p style="text-align: right;">788</p>
<p>of reducing our expenses.</p> <p style="text-align: right;">1057</p>	<p><b>Unfortunately</b>, the family has never been fully responsible <i>in financial matters</i>. (adverb)</p> <p><b>Unfortunately</b>, the family has never been fully responsible _____.</p> <p style="text-align: right;">1058</p>
<p>b</p> <p style="text-align: right;">1327</p>	<p>A noun-participle phrase is often mistaken for a complete sentence.</p> <p style="text-align: center;">a. His raincoat dripped. b. His raincoat <i>dripping</i>.</p> <p>Which item is a complete sentence? _____</p> <p style="text-align: right;">1328</p>
<p>b</p> <p style="text-align: right;">1597</p>	<p>a. <b>Ammonia is used for softening water and for dissolving grease.</b></p> <p>b. <b>Ammonia is used for softening water and to dissolve grease.</b></p> <p>Which sentence is better? _____</p> <p style="text-align: right;">1598</p>



c  
to eat chicken if  
there is any  
skin on it, or  
to eat any skin  
that is . . .  
1867

- a. misplaced modifier      b. *is when* or *is where* error  
c. faulty comparison

**Be especially careful not to serve any food to our child that is spoiled.**

**Be especially careful not to serve \_\_\_\_\_**  
\_\_\_\_\_ 1868

became, become

2136

In this and the following frames, supply the correct forms of the verbs in parentheses. Be sure to use the past participle after any form of **have** or **be**. Several verbs following the **ring-rang-rung** pattern.

Miss Doyle had \_\_\_\_\_ (*go*) to the office to see  
why the bell had been \_\_\_\_\_ (*ring*). 2137

in a gentlemanly  
manner

2405

**Some of the umpire's decisions (*sure, certainly*) seemed (*unfair, unfairly*) to most of the fans.**

2406

No

2674

a. **We hope everyone will attend, but he never does.**  
b. **We hope everyone will bring his parents to the meeting.**  
In both sentences, a singular pronoun is used, according to rule, to refer to *everyone*.  
In which sentence does following the rule result in absurdity?  
\_\_\_\_\_ 2675

You would not write—

**My favorite course is: math.**

So don't make the same mistake by writing—

b

**My favorite courses are: math, history, and biology.**

Colons should not be used after statements that are grammatically (*complete, incomplete*). 2944

2943

nonrestrictive

3212

a. **The Presidents *who accomplished most* were the most severely criticized.**  
b. **My father *who used to be a track star* gave me valuable advice.**

The italicized clause should be set off with commas in sentence (*a, b*). 3213

<p>seat</p> <p>248</p>	<p>A group of words that begins with a preposition and ends with its object is a <b>prepositional phrase</b>.</p> <p><b>The cause of this sudden explosion remains a mystery.</b></p> <p>The prepositional phrase begins with the preposition <b>of</b> and ends with its object _____</p> <p>249</p>
<p>Although peaches are plentiful, they are very poor.</p> <p>518</p>	<p>In this and the following frames, convert each <i>compound</i> sentence to a <i>complex</i> sentence by changing the italicized statement to an adverb clause:</p> <p><i>I opened the cabinet, and a jar fell out.</i></p> <p>_____</p> <p>_____</p> <p>519</p>
<p>verbal</p> <p>788</p>	<p>The three kinds of verbals that we study in this unit are all "double-duty" words that have some of the characteristics of both a verb and another class of words—sometimes a noun, sometimes an adverb or an adjective.</p> <p>Look at the word <i>verbal</i>. As its name suggests, every verbal is formed from a _____.</p> <p>789</p>
<p>financially.</p> <p>1058</p>	<p><b>Some children have unusual talent <i>in music</i>.</b> (adjective)</p> <p><b>Some children have unusual _____ talent.</b></p> <p>1059</p>
<p>a</p> <p>1328</p>	<p>a. <b>His raincoat <i>dripped</i>.</b></p> <p>b. <b>His raincoat <i>dripping</i>.</b></p> <p>Which item is <i>not</i> a sentence because it contains a present participle rather than a verb? _____</p> <p>1329</p>
<p>a</p> <p>1598</p>	<p>When similar ideas are expressed in a similar way, we say that the construction is _____.</p> <p>1599</p>

- a. dangling word group      b. nonparallel construction  
c. incorrect omission of words

a  
(to) our child  
any food that  
is spoiled.

1868

**While eating his meals, no one should hurry him.**

no one should hurry him.

1869

gone, rung

2137

Sally quickly \_\_\_\_\_ (*do*) the dishes and \_\_\_\_\_ (*run*)  
up to her room.

2138

certainly, unfair

2406

**Three can sit very (*comfortably, comfortable*) in the front  
seat.**

2407

a

2675

When following the rule does not lead to absurdity, it is better  
—especially in formal usage—to refer to **everyone** or **every-**  
**body** with a (*singular, plural*) pronoun.

2676

incomplete

2944

The statements that require colons often contain the words  
*following, as follows, these, or there are*.

- a. **The ingredients of waffles are: flour, milk, eggs. . . .**  
b. **Waffles contain the following ingredients: flour, milk,  
eggs. . . .**

The colon is used correctly in sentence (*a, b*).

2945

b

3213

**The child feared many things; for example, electrical storms  
and the dark.**

Instead of using the semicolon, you could use (*a dash,  
a period followed by a capital letter*).

3214

explosion    249	<p>We need prepositional phrases to express meanings that cannot be expressed by a single adjective or adverb.</p> <p><b>a glass for water                  a water glass</b>  <b>a glass for milk                  a milky glass</b></p> <p>Which adjective is not the equivalent of the corresponding prepositional phrase—<i>water</i> or <i>milky</i>? _____</p> <p>250</p>
When I opened the cabinet, a jar fell out.   519	<p>Follow the directions given in the previous frame:</p> <p><b>Jim insisted on changing the tire, and <i>he had on his best suit.</i></b></p> <p>_____</p> <p>_____</p> <p>520</p>
verb   789	<p><b>a cold wind</b></p> <p>Because the word <i>cold</i> modifies the noun <b>wind</b>, it is an _____.</p> <p>790</p>
musical   1059	<p><b>Mr. Hollis listens <i>in a patient way</i> to all complaints.</b> (adverb)</p> <p><b>Mr. Hollis listens _____ to all complaints.</b></p> <p>1060</p>
b   1329	<p><b>His raincoat <i>dripping</i>.</b></p> <p>Does a present participle by itself have the power to make a complete statement about a subject? (<i>Yes, No</i>)</p> <p>1330</p>
parallel   1599	<p>Suppose that we should wish to enumerate the various duties of an office secretary:</p> <p><b>The duties of the secretary are <i>to receive visitors, opening the mail, and she types letters.</i></b></p> <p>Is each of the three duties expressed in the same type of word group? (<i>Yes, No</i>)</p> <p>1600</p>

- a. dangling word group      b. nonparallel construction  
c. faulty comparison

a  
While he  
is eating his  
meals,  
1869

Eating slowly is better for him than not to eat at all.

Eating slowly is better for him than \_\_\_\_\_

1870

did, ran

2138

Water \_\_\_\_\_ (become) a serious problem after  
the well had \_\_\_\_\_ (run) dry.

2139

comfortably

2407

It was (somewhat, sort of) surprising that the strike should  
end as (sudden, suddenly) as it began.

2408

singular

2676

Underline the pronoun that would be more appropriate in  
formal writing and speaking:

Under a democracy, everybody has the right to express  
(his, their) opinions.

2677

b

2945

- a. These are the primary colors: red, blue, yellow.  
b. The primary colors are as follows: red, blue, yellow.  
c. The primary colors are: red, blue, yellow.  
d. The following are the primary colors: red, blue, yellow.  
In which sentence is the colon incorrect because it does not  
follow a grammatically complete statement? \_\_\_\_\_

2946

a dash

3214

We have many aunts, uncles, and cousins, and all, of course,  
must be invited to the wedding.

To make the main break in this compound sentence more  
conspicuous, change the comma after the word **cousins** to

a \_\_\_\_\_

3215



	<p>We walked <i>with care</i>.      We walked <i>carefully</i>.  We traveled <i>by train</i>.      We traveled <i>trainly</i>.</p> <p>The adverb <i>carefully</i> can be substituted for the prepositional phrase <i>with care</i>.</p> <p>Is there a proper adverb that can take the place of the phrase <i>by train</i>? (Yes, No)</p>	
milky		
250		251
Jim insisted on changing the tire although he had on his best suit.	<p><i>You wait long enough, and everything comes back into style again.</i></p> <p>_____</p> <p>_____</p>	
520		521
	<p><b>a stinging wind</b></p>	
adjective	Because the word <i>stinging</i> modifies the noun <i>wind</i> , it is also an _____.	
790		791
	<p><b>Remember not to leave things such as mops and pails on the stairs <i>to the basement</i>.</b> (adjective)</p> <p><b>Remember not to leave things such as mops and pails on the _____ stairs.</b></p>	
patiently		
1060		1061
	<p>a. His raincoat <i>dripping</i>.  b. His raincoat <i>was dripping</i>.</p>	
No	In sentence <i>b</i> , we have made the present participle part of a verb by adding to it the helping verb _____.	
1330		1331
	<p>a. <b>The duties of the secretary are</b> <i>to receive visitors, opening the mail, and she types letters.</i>  b. <b>The duties of the secretary are</b> <i>to receive visitors, to open the mail, and to type letters.</i></p> <p>Which sentence is correct because the italicized word groups match? _____</p>	
No		
1600		1601

- a. misplaced modifier      b. nonparallel construction  
c. faulty comparison

b  
not eating at all.

Do not force him to play childish games, because his interests are just like a grownup.

Do not force him to play childish games, because his interests are just like \_\_\_\_\_.

1870

1871

became, run

When my sweater \_\_\_\_\_ (*come*) back from the cleaner, I noticed that it had \_\_\_\_\_ (*shrink*) a great deal.

2139

2140

somewhat,  
suddenly

## Lesson 67 Choosing Modifiers After Sense Verbs

[Frames 2410–2446]

2408

his

anyone  
someone  
no one

anybody  
somebody  
nobody

each  
each one  
either

Can these pronouns mean either a boy or a girl, a man or a woman? (*Yes, No*)

2677

2678

c

a. The rent includes the following items: gas, electricity, and water.

b. The rent includes: gas, electricity, and water.

In which sentence is the colon used correctly? \_\_\_\_\_

2946

2947

semicolon

a. The three basic rights mentioned in the Declaration of Independence are: life, liberty, and the pursuit of happiness.

b. The Declaration of Independence mentions three human rights: life, liberty, and the pursuit of happiness.

3215

The colon is correctly used in sentence (*a, b*).

3216

	Most prepositional phrases are used as modifiers—either as an adjective or as an adverb.	
No	A prepositional phrase which—like an adjective—modifies a noun or pronoun is called an <b>adjective phrase</b> .	
251	An adjective phrase does the work of an _____	252
If you wait long enough, everything comes back into style again. 521	<p><b>I'll set the alarm, and I'll be sure to get up early.</b></p> <p>(Keep the word groups in the same order.)</p> <p>_____</p> <p>_____</p>	522
adjective	<p><b>a cold, stinging wind</b></p> <p>Which adjective was formed from a verb—<i>cold</i> or <i>stinging</i>?</p> <p>_____</p>	792
791		
basement	<p>a. <i>There are curtains in the kitchen. They need washing.</i></p> <p>b. <i>The curtains that are in the kitchen need washing.</i></p> <p>c. <i>The curtains hanging in the kitchen need washing.</i></p> <p>d. <i>The curtains in the kitchen need washing.</i></p> <p>e. <i>The kitchen curtains need washing.</i></p> <p>Which sentence states the idea in the fewest words? _____</p>	1062
1061		
was	<p>To serve as a verb, a present participle must be combined with some form of the verb <i>be</i>.</p> <p>a. <i>His raincoat was dripping.</i></p> <p>b. <i>His raincoat dripping.</i></p> <p>Which item is a sentence because the present participle is combined with a form of <i>be</i>? _____</p>	1332
1331		
b	<p>a. <i>The duties of the secretary are to receive visitors, to open the mail, and to type letters.</i></p> <p>b. <i>The duties of the secretary are receiving visitors, opening the mail, and typing letters.</i></p> <p>Are both sentences correct? (Yes, No)</p>	1602
1601		

c  
a grownup's.  
or those of a  
grownup. or a  
grownup's  
interests.  
1871

- a. nonparallel construction      b. faulty pronoun reference  
c. faulty comparison

He has, by the way, read more books than any boy or girl in his class.

He has, by the way, read more books than \_\_\_\_\_

\_\_\_\_\_ 1872

came, shrunk

2140

We had \_\_\_\_\_ (sing) only a few songs when the  
lights \_\_\_\_\_ (begin) to flicker.

2141

look      smell      taste      feel      hear (sound)

These verbs that relate to our senses have two different meanings. One requires an adverb, the other an adjective.

- a. Joey looked at the cake.  
b. The cake looked delicious.

Looked means an action of the eyes in sentence (a, b). 2410

Yes

2678

Although a pronoun such as **anyone**, **anybody**, **someone**, **somebody** can mean either sex, we can use the masculine pronoun *his*, *he*, or *him* to refer to such pronouns.

*Anyone who never changes his mind has stopped learning.*

Does this statement, as it is worded, apply to either sex?  
(Yes, No) 2679

a

2947

a. Scandinavia consists of three countries: Norway, Sweden, and Denmark.

b. Scandinavia consists of: Norway, Sweden, and Denmark.

The colon is used incorrectly in sentence (a, b). 2948

b

3216

Many of Bach's relatives, *brothers*, *uncles*, and *cousins*, were also musicians.

To make it clear that the italicized nouns are used as appositives, change the commas after **relatives** and **cousins** to (semicolons, colons, dashes). 3217

	the corner house	
	Because <i>corner</i> modifies the noun <b>house</b> , it is an <i>adjective</i> .	
adjective	the house on the corner	
	Because the prepositional phrase <i>on the corner</i> also modifies the noun <b>house</b> , it is an _____ phrase.	253
252		
	Sally smells roses, and she begins to sneeze.	
	_____	
	_____	
I'll set the alarm so that I'll be sure to get up early.		523
522		
	a stinging wind	
stinging	The adjective <i>stinging</i> was formed by adding _____ to the verb <i>sting</i> .	793
792		
	a. There are curtains in the kitchen. They need washing. b. The curtains that are in the kitchen need washing. c. The curtains hanging in the kitchen need washing. d. The curtains in the kitchen need washing. e. The kitchen curtains need washing.	
e	These sentences illustrate the process of _____.	1063
1062		
	a. Frank walked into our living room. His raincoat was dripping. b. Frank walked into our living room. His raincoat dripping.	
a	The noun-participle phrase which is written as a fragment is found in (a, b).	1333
1332		
	The basic idea of parallel construction is this: If your first item begins with a participle, then all should begin with participles. If your first item is a clause, then all the others should be _____.	1603
Yes		
1602		



	a. <i>is when or is where</i> error    b. faulty pronoun reference c. faulty comparison	
c any other boy or girl in his class.	Our son plans to become a scientist because it is his greatest interest.	
1872	Our son plans to become a scientist because _____ _____	1873
sung, began	The bone had _____ ( <i>spring</i> ) back into place before the doctor _____ ( <i>come</i> ).	
2141		2142
	a. The water <i>felt</i> cold. b. The customer <i>felt</i> the material.	
a	In which sentence does <i>felt</i> mean an action of the hands? _____	
2410		2411
	It is generally better to use the pronoun <i>his</i> to refer to both sexes than to use <i>his</i> or <i>her</i> , which is clumsy.	
Yes	a. Somebody has forgotten to put <i>his</i> name on <i>his</i> paper. b. Somebody has forgotten to put <i>his</i> or <i>her</i> name on <i>his</i> or <i>her</i> paper.	
2679	Which sentence is preferable? _____	2680
	A colon may be used before a single item that is introduced by a complete statement.	
b	Only one thing stopped me from going: my lack of money. a. Vic had only one ambition: to win an athletic letter. b. Vic's only ambition was: to win an athletic letter.	
2948	The colon is used correctly in sentence (a, b).	2949
dashes	Dad predicted that I would change my mind, and I did. To make the end of this sentence more forceful, change the comma to a _____.	
3217		3218

the *corner* house  
the house *on the corner*

adjective

The *adjective* comes before the noun it modifies.

The *adjective phrase* comes (*before, after*) the noun it modifies.

253

254

Whenever (*or*  
when) Sally  
smells roses,  
she begins to  
sneeze.

523

## Lesson 14 Understanding Adjective Clauses

[Frames 525–504]

ing

An adjective that is formed by adding *-ing* to a verb is called a **present participle**. We can turn any verb into a present participle by adding *-ing* to it (sometimes making a minor change in the spelling).

The present participle form of the verb *lose* is \_\_\_\_\_.

793

794

### UNIT 5: ACHIEVING SENTENCE VARIETY

reduction

## Lesson 28 Shifting Word Order in the Sentence

[Frames 1065–1098]

1063

b

His wrist bandaged,

This noun-participle phrase contains a (*present, past*) participle.

1333

1334

clauses

If your first item is an adjective, then all the others should be \_\_\_\_\_.

1603

1604

- a. misplaced modifier      b. *is when or is where* error  
c. faulty comparison

b  
science is his  
greatest  
interest.

1873

Do not let him watch violent television shows before he goes to bed, which are likely to give him nightmares.

1874

sprung, came

2142

The *Titanic* had \_\_\_\_\_ (run) into an iceberg and had \_\_\_\_\_ (sink).

2143

b

2411

- a. The cook *tasted* the soup.  
b. The medicine *tasted* bitter.

In which sentence does *tasted* mean an action performed by the subject's tongue? \_\_\_\_\_

2412

a

2680

Because some people feel uncomfortable in using the masculine pronoun *his* in statements that refer to both sexes, they fall back on the plural pronoun *their*, which is acceptable as informal usage.

**If *anyone* should call, take *their* number.**

This sentence is acceptable as (*informal, formal*) usage.

2681

### DASHES

a

2949

The dash is not a general punctuation mark that may be used for all purposes. Its uses are just as exact as those of any other punctuation mark.

May a dash be used to take the place of any comma or period? (*Yes, No*)

2950

dash

3218

- a. The coach said, "This is our last chance to win."  
b. The coach said, "this is our last chance to win."

Which sentence is correct? \_\_\_\_\_

3219

	<p>Adjective phrases—just like adjectives—are often used after linking verbs as subject complements.</p> <p>a. <b>The lilacs are beautiful.</b> b. <b>The lilacs are in full bloom.</b></p> <p>In which sentence is an adjective phrase used as a subject complement? _____</p>	
after		
254		255
	<p>We have just studied adverb clauses—clauses that are used as adverbs.</p> <p>Now we turn our attention to the <b>adjective clause</b>.</p> <p>As its name suggests, an adjective clause is a clause that is used as an _____.</p>	
		525
losing	<p>The present participle form of the verb <i>win</i> is _____.</p>	
794		795
	<p>Sentences are usually parts of a paragraph—with other sentences before and after them. In a particular position, one sentence pattern might suit your purpose much better than another. Should the pattern of any preceding sentences influence a sentence that you might, at the moment, be writing? (<i>Yes, No</i>)</p>	
		1065
past	<p>a. <b>His wrist bandaged.</b> b. <b>His wrist was bandaged.</b></p> <p>Which item is <i>not</i> a sentence because it contains a past participle rather than a verb? _____</p>	
1334		1335
adjectives	<p>In expressing parallel ideas, it doesn't matter which pattern you use at the beginning so long as you follow through with (<i>the same, a different</i>) pattern.</p>	
1604		1605

<p>a</p> <p>Before he goes to bed, do not . . . shows, which are likely to give him nightmares.</p> <p>1874</p>	<p>a. dangling word group      b. nonparallel construction c. incorrect omission of words</p> <p>Please look in, now and then, during the night to keep him covered and seeing that he doesn't fall out of bed.</p> <p>Please look in, now and then, during the night to keep him covered and _____</p> <p>_____ 1875</p>
<p>run, sunk</p> <p>2143</p>	<p>The police had _____ (<i>become</i>) suspicious when the boy _____ (<i>run</i>) away from home.</p> <p>2144</p>
<p>a</p> <p>2412</p>	<p>look      smell      taste      feel      hear (sound)</p> <p>When these verbs mean actions of the body, use adverbs to describe these actions—just as you use adverbs to describe any other actions.</p> <p>Underline the correct word:</p> <p>We smelled gas very (<i>distinct</i>, <i>distinctly</i>) in the kitchen.</p> <p>2413</p>
<p>informal</p> <p>2681</p>	<p>Although you may use in conversation whatever forms seem natural to you, use only singular pronouns to refer to antecedents such as <b>anyone</b>, <b>anybody</b>, <b>someone</b>, and <b>somebody</b> in all careful speech and formal writing.</p> <p>Underline the proper pronoun for formal usage:</p> <p><b>Nobody</b> can escape the consequences of (<i>his</i>, <i>their</i>) actions.</p> <p>2682</p>
<p>No</p> <p>2950</p>	<p>To some extent dashes are used like commas, but they are stronger, more forceful marks that interrupt a sentence more abruptly.</p> <p>a. Tony's hit, a line drive to center field, won the game. b. Tony's hit—a line drive to center field—won the game.</p> <p>Which sentence makes the appositive more forceful? _____</p> <p>2951</p>
<p>a</p> <p>3219</p>	<p>a. "Is anybody hurt?" asked the policeman. b. "Is anybody hurt," asked the policeman?</p> <p>Which sentence is correct? _____</p> <p>3220</p>



	In all but one of these sentences, the linking verb is followed by an adjective phrase used as a subject complement.	
b	<p>a. The plane <i>was</i> on time.                      c. The crops <i>were</i> dry.</p> <p>b. The piano <i>seems</i> in tune.                      d. The ring <i>is</i> of no value.</p>	
255	The one sentence in which the linking verb is not completed by an adjective phrase is sentence _____. 256	
adjective	<p>An adjective modifies a noun or pronoun.</p> <p><b>I just read an <i>interesting</i> article.</b></p> <p>The word <i>interesting</i> is an adjective because it modifies the noun _____.</p>	525
winning	<p>a. We have a <i>good</i> team.</p> <p>b. We have a <i>winning</i> team.</p> <p>In which sentence does a present participle modify the noun <b>team</b>? _____</p>	795
Yes	<p>You may wish to avoid repeating a word or a sentence pattern. You may consider that one pattern sounds better than another in a particular situation, or that it gives an idea more needed emphasis.</p> <p>Could a sentence be good in itself but poor at a particular point in a paragraph? (<i>Yes, No</i>)</p>	1065
a	<p>a. His wrist <b>bandaged</b>.</p> <p>b. His wrist <b>was bandaged</b>.</p> <p>In sentence <i>b</i>, we have made the past participle part of the verb by adding it to the helping verb _____.</p>	1335
the same	<p>In the following exercise, each sentence contains three parallel ideas arranged in columns to make comparison easier. You will find that one of the ideas does not match the other two. Your job is to rewrite this "misfit" so as to bring it in line with the other two ideas, thus making the construction _____.</p>	1605

b  
to see that he  
doesn't fall out  
of bed.

1875

- a. misplaced modifier      b. dangling word group  
c. incorrect omission of words

If he coughs, sneezes, or any other symptom of a cold, wire us at once.

If he coughs, sneezes, \_\_\_\_\_  
\_\_\_\_\_, wire us at once.  
1876

become, ran

2144

We had \_\_\_\_\_ (*swim*) for only a few minutes  
when it \_\_\_\_\_ (*begin*) to rain.

2145

distinctly

2413

- a. Our costumes *looked* rather curious.  
b. Everyone *looked* at our costumes curiously.

In which sentence does *looked* mean an action of the eyes?

\_\_\_\_\_

2414

his

2682

- a. If that is *someone* for me, ask *them* to wait.  
b. If *someone* is falsely accused, *they* have the right to defend *themselves*.

In which sentence would the use of the plural pronoun(s) be acceptable because the situation is informal? \_\_\_\_\_

2683

b

2951

- a. This horse—high-spirited and nervous—was hard to control.  
b. This horse, high-spirited and nervous, was hard to control.

Which sentence makes the adjectives more forceful? \_\_\_\_\_

2952

a

3220

- a. "Roses are particular," said the gardener, "they need just the right soil."  
b. "Roses are particular," said the gardener. "They need just the right soil."

Because the quotation consists of two separate sentences, which is correctly punctuated—*a* or *b*? \_\_\_\_\_

3221

	A prepositional phrase can also be used as an adverb. <b>spoke proudly</b> Because <i>proudly</i> modifies the verb <b>spoke</b> , it is an <i>adverb</i> . <b>spoke with pride</b> Because the phrase <i>with pride</i> also modifies the verb <b>spoke</b> , it is an _____ phrase.	256	257
article	a. I just read an <i>interesting article</i> . b. I just read an article <i>which interested me</i> . The clause in sentence <i>b</i> does the same job as the adjective <i>interesting</i> in sentence <i>a</i> . The clause <i>which interested me</i> is therefore called an _____ clause.	526	527
b	Besides being formed from a verb, a present participle resembles a verb in still another way: It may take a direct object or a subject complement, as no ordinary adjective can do. <b>I found Roy reading a magazine.</b> (Roy read a magazine.) The present participle <i>reading</i> is completed by the direct object _____.	796	797
Yes	In furnishing a room, you can't say whether a particular chair is good or bad without considering the other furnishings with which it must fit in. Can the same be said of a particular sentence pattern? (Yes, No)	1066	1067
was	a. Carl returned to the game, his wrist bandaged. b. Carl returned to the game. His wrist bandaged. Which arrangement is correct? _____	1336	1337
parallel	Rewrite only the "misfit" on the corresponding line at the side to make it parallel with the other two: <b>The new cars are tested for</b> a. speed, _____ b. comfort, and _____ c. if they are safe. _____	1606	1607

c  
or shows (has,  
develops) any  
other symptom  
of a cold  
1876

- a. dangling word group      b. faulty pronoun reference  
c. *is when* or *is where* error

In your camp bulletin, it says that parents may not visit during the first two weeks.

\_\_\_\_\_ that  
parents may not visit during the first two weeks. 1877

swum, began

2145

When Dick \_\_\_\_\_ (come) over, Earl had already  
\_\_\_\_\_ (go) to bed. 2146

b

2414

**Everyone** *looked* at our costumes (curious, curiously).

In this sentence, *looked* means an action of the eyes. To describe this action, we should choose the adverb (*curious, curiously*).

2415

a

2683

Underline the proper pronoun for formal usage:

**Anyone** who fails to report a crime is shirking (*his, their*) moral duty. 2684

a

2952

A dash gives more force to an added idea than a comma.

- a. Only one person knew the combination to the safe, and he was out of town.  
b. Only one person knew the combination to the safe—and he was out of town.

Which sentence is more forceful? \_\_\_\_\_ 2953

b

3221

- a. "Where all men think alike," said Walter Lippmann, "no one thinks very much."  
b. "Where all men think alike," said Walter Lippmann, "No one thinks very much."

Which sentence is correct? \_\_\_\_\_ 3222

Like the adverbs they resemble, adverb phrases answer the questions *When?* *Where?* and *How?* about verbs.

adverb

The car turned at the next intersection.

Underline the question that the adverb phrase answers:

When?      Where?      How?

257

258

adjective

I just read an article which interested me.

Now look at just the adjective clause.

Does it have a subject and a verb? (*Yes, No*)

527

528

magazine

I found Roy *feeling lonesome*. (Roy felt lonesome.)

The present participle *feeling* is completed by the subject complement \_\_\_\_\_.

797

798

Yes

Because English is a subject-first language, we naturally begin most of our sentences with the subject.

a. The whole pile of dishes went down.

b. Down went the whole pile of dishes.

In which sentence does the subject come first? \_\_\_\_\_

1067

1068

a

a. Our engine was repaired. We continued on our way.

b. Our engine repaired, we continued on our way.

c. Our engine repaired. We continued on our way.

Which one of the above three arrangements is incorrect?

1337

1338

c. safety.

Rick's theme was not accepted because

a. of its lateness, \_\_\_\_\_

b. it was too short, and \_\_\_\_\_

c. it was written in pencil. \_\_\_\_\_

1607

1608



b  
Your camp  
bulletin says  
1877

- a. nonparallel construction      b. faulty pronoun reference  
c. faulty comparison

Therefore, if he gets homesick or any special food is wanted,  
tell him to telephone us immediately.

Therefore, \_\_\_\_\_  
\_\_\_\_\_, tell him to telephone us immediately.  
1878

came, gone  
2146

Walter \_\_\_\_\_ (*drink*) the milk that his little  
brother should have \_\_\_\_\_ (*drink*).  
2147

curiously  
2415

- a. I *felt* my pocket . . . to see if my wallet was there.  
b. I *felt* very . . . about my test score.

In which sentence would you use the adverb **anxiously** be-  
cause *felt* means an action and the adverb **anxiously** would  
describe this action? \_\_\_\_\_  
2416

his  
2684

The same problem arises when you use the words **a person**  
or **any person** to make a statement that applies to either sex.

INFORMAL: **Can any person park their car here?**

FORMAL: **Any person can improve his speech if he tries.**

Formal usage requires a (*singular, plural*) pronoun.  
2685

b  
2953

Supply a missing punctuation mark that will give more force  
to the added idea:

Joe said that nothing could stop him from going to college  
and he meant it.  
2954

a  
3222

Insert any necessary apostrophes:

Myra hurts peoples feelings and then wonders why she isnt  
popular.

(*Note:* The feelings belong to the **people**, not to the **peoples**.)  
3223

<p>Where?</p> <p>258</p>	<p><i>During the night it snowed.</i></p> <p>Underline the question that the adverb phrase answers:</p> <p>When?      Where?      How?</p> <p>259</p>
<p>Yes</p> <p>528</p>	<p><b>I just read an article</b> <u>which interested me.</u></p> <p>Although the adjective clause has a subject and a verb, does it make sense by itself apart from the sentence? (Yes, No)</p> <p>529</p>
<p>lonesome</p> <p>798</p>	<p>Like the verb from which it is made, a present participle may be modified by an adverb.</p> <p><b>The lawyer defended his client,</b> <i>believing firmly in his innocence.</i></p> <p>The present participle <i>believing</i> is modified by the adverb</p> <p>_____</p> <p>799</p>
<p>a</p> <p>1068</p>	<p>Another way of achieving sentence variety is to begin a sentence, now and then, with an adverbial modifier—an adverb, an adverb phrase, or an adverb clause.</p> <p>Underline the adverb phrase that can be put ahead of the subject:</p> <p><b>I never trusted ladders after that experience.</b></p> <p>1069</p>
<p>c</p> <p>1338</p>	<p>a. <b>Tuesday being Election Day.</b> The banks will be closed.  b. <b>Tuesday is Election Day.</b> The banks will be closed.  c. <b>Tuesday being Election Day,</b> the banks will be closed.</p> <p>Which one of the above three arrangements is incorrect?</p> <p>_____</p> <p>1339</p>
<p>a. it was late,</p> <p>1608</p>	<p>In cooking class, we learned</p> <p>a. to prepare meat, _____  b. baking cakes, and _____  c. to make salads. _____</p> <p>1609</p>

a  
if he gets  
homesick or  
wants any  
special food  
1878

- a. misplaced modifier      b. faulty comparison  
c. faulty pronoun reference

Be sure that they don't tease him, for he often develops temper tantrums.

for he often develops temper tantrums.

1879

drank, drunk

## Lesson 60 Three Tricky Pairs of Verbs: *Lie-Lay, Sit-Set, Rise-Raise*

(Frames 2149-2191)

2147

look      smell      taste      feel      hear (sound)

Much more commonly, these same verbs are used as *linking* verbs that express no action at all. They link an adjective in the predicate with the subject it describes.

The cake looked *delicious*.

The adjective *delicious* modifies the subject \_\_\_\_\_

2417

singular

Underline the proper pronoun for formal usage:

*Any person* **can train** (*himself, themselves*) **to concentrate.**

2685

2686

college—and

**His three sons, Elwood, Tom, and Stanley, are in the oil business together.**

Is it possible to interpret the subject of this sentence as meaning either *three* or *six* people? (*Yes, No*)

2954

2955

people's, isn't

Remember that possessive pronouns show possession without the use of apostrophes.

- a. *Yours is the same color as theirs.*  
b. *The Dunks car is the same color as the Clarks.*

Apostrophes are required only in sentence (a, b).

3223

3224

We mended the picture *with paste*.

When?

Underline the question that the adverb phrase answers:

When?      Where?      How?

259

260

No

- a. A tree surgeon removed the *dead* branches.  
b. A tree surgeon removed the branches that were dead.  
Both the adjective *dead* in sentence *a* and the adjective clause *that were dead* in sentence *b* modify the noun

529

530

firmly

Participles—with their related words—form useful phrases known as **participial phrases**. These phrases are used as adjectives to modify nouns and pronouns.

**The dog, shivering with cold, came into the house.**

The participial phrase modifies the noun \_\_\_\_\_.

799

800

after that  
experience

- a. I never trusted ladders *after that experience*.  
b. **After that experience**, I never trusted ladders.

Which sentence would it be better to use after you had written a number of subject-first sentences? \_\_\_\_\_

1069

1070

a

If both word groups are sentences, add a period and a capital, or a semicolon. If one word group is a fragment, make no change except to add a comma if needed. Write only the word before and after the space between the word groups.

**The lake was choppy    no small boats ventured out.**

1339

1340

b. to bake  
cakes,

All our neighbors are

- a. kind, \_\_\_\_\_  
b. friendly, and \_\_\_\_\_  
c. give help. \_\_\_\_\_

1609

1610

c  
Be sure that the  
boys (children,  
etc.) don't  
tease

1879

- a. nonparallel construction      b. *is when or is where* error  
c. faulty comparison

A temper tantrum, as you know, is when a child holds his  
breath and turns blue from anger.

In a temper tantrum, as you know, \_\_\_\_\_

1880

To lie means "to rest in a flat position" or "to be in place."

To lay means "to put (down) or to place something."

Underline the correct word or words:

You ought (*to lie, to lay*) down and rest for a while. 2149

cake

2417

When used as linking verbs, "sense" verbs serve much the  
same purpose as the linking verb **be** (*is, am, are—was, were, been*).

The water *felt* (= *was*) cold.

The verb *felt* serves as a linking verb—like *was*—to show  
that the adjective **cold** modifies the subject \_\_\_\_\_ 2418

himself

2686

Underline the proper pronoun for formal usage:

A person should have the courage of (*their, his*) convictions.

2687

Yes

2955

Use dashes to set off a series of appositives that might be  
confused with the nouns they explain.

His three sons—Elwood, Tom, and Stanley—are in the oil  
business together.

The dashes make it clear that you are talking about (*three, six*) people. 2956

b

3224

Insert any necessary apostrophes:

Freds injuries were slight, but hers were more serious.

3225



	<p>An adverb phrase can also answer the question <i>Why?</i> about a verb.</p> <p>a. I often read science fiction <i>for a change</i>.</p> <p>b. I often read science fiction <i>for a few days</i>.</p> <p>In which sentence does the adverb phrase explain <i>Why?</i> in regard to the verb? _____</p>	
How?		
260		261
branches	<p>a. A tree surgeon removed the <i>dead</i> branches.</p> <p>b. A tree surgeon removed the branches <i>that were dead</i>.</p> <p>The adjective <i>dead</i> in sentence <i>a</i> comes <i>before</i> the noun it modifies.</p> <p>The adjective clause <i>that were dead</i> comes (<i>before, after</i>) the noun it modifies.</p>	
530		531
dog	<p>A participial phrase can often be shifted about.</p> <p><i>Shivering with cold</i>, the dog came into the house.</p> <p>The dog, <i>shivering with cold</i>, came into the house.</p> <p>The dog came into the house, <i>shivering with cold</i>.</p> <p>Can a participial phrase be some distance away from the noun it modifies? (<i>Yes, No</i>)</p>	
800		801
b	<p>Underline the adverb clause that you could put ahead of the subject:</p> <p><b>Our sales increased as soon as we lowered our price.</b></p>	
1070		1071
choppy. No or choppy; no	<p>Continue to follow the directions for the previous frame:</p> <p><b>The lake was choppy    no small boats venturing out.</b></p> <p>_____</p>	
1340		1341
c. helpful.	<p><b>Iris spent the afternoon</b></p> <p>a. lying on the sofa, _____</p> <p>b. reading a novel, and _____</p> <p>c. she ate chocolates. _____</p>	
1610		1611

	a. dangling word group      b. nonparallel construction c. faulty pronoun reference	
b a child holds his breath and turns blue from anger.	Please remind him to write us every day and that he should brush his teeth after every meal. Please remind him to write us every day and _____	1881
1880		

	Of the two verbs <b>lie</b> and <b>lay</b> , <b>lie</b> causes most of the trouble.							
to lie	<table> <tr> <td>PRESENT</td><td>PAST</td><td>PAST PARTICIPLE</td></tr> <tr> <td><b>lie</b> (to rest)</td><td><b>lay</b></td><td><b>(have) lain</b></td></tr> </table>	PRESENT	PAST	PAST PARTICIPLE	<b>lie</b> (to rest)	<b>lay</b>	<b>(have) lain</b>	
PRESENT	PAST	PAST PARTICIPLE						
<b>lie</b> (to rest)	<b>lay</b>	<b>(have) lain</b>						
2149	Notice especially that the past form of <b>lie</b> is _____.	2150						

	Whenever a "sense" verb is used as a linking verb, you can generally put a form of <b>be</b> in its place.	
water	a. <b>The sky <i>looks</i> cloudy.</b> b. <b>The sailor <i>looks</i> at the sky.</b>	
2418	In which sentence is <i>looks</i> used as a linking verb because you can put <i>is</i> in its place? _____	2419

	<table> <tr> <td>anyone</td><td>anybody</td><td>each</td></tr> <tr> <td>someone</td><td>somebody</td><td>each one</td></tr> <tr> <td>no one</td><td>nobody</td><td>either</td></tr> </table>	anyone	anybody	each	someone	somebody	each one	no one	nobody	either	
anyone	anybody	each									
someone	somebody	each one									
no one	nobody	either									
his	In formal writing or speaking, refer to these words by using ( <i>singular, plural</i> ) pronouns.										
2687		2688									

	Supply the missing punctuation:	
three	Several pieces of equipment    a file, a typewriter, and a duplicator    were contributed by the Men's Club.	
2956		2957

	Insert three necessary apostrophes. (This is a high-error frame. Be sure to put each apostrophe after the noun or the part of the noun that names the owner or owners.)	
Fred's	<b>This girls job is to check the mens and ladies wraps.</b>	
3225		3226

An adverb phrase—just like an adverb—can often be moved from one position to another in the sentence.

**My father takes a nap *after dinner*.**

***After dinner* my father takes a nap.**

a

The fact that a prepositional phrase can be moved shows that it is an \_\_\_\_\_ phrase.

261

262

It is easy to see why an adjective clause must come *after* the word it modifies.

after

**A tree surgeon removed the branches *that were dead*.**

If we put the adjective clause before the noun *branches*, which it modifies, the sentence would be very (*smooth, clumsy*).

531

532

**The train roared past, *leaving a trail of smoke*.**

Yes

The participial phrase is separated by several words from the word it modifies, the noun \_\_\_\_\_.

801

802

a. **The fish jumped the hook *as I pulled in my line*.**

b. ***As I pulled in my line*, the fish jumped the hook.**

as soon as  
we lowered  
our price

Which sentence arouses more suspense by keeping you guessing until the end? \_\_\_\_\_

1071

1072

**Our job was to watch for forest fires and report any sign of smoke.**

choppy, no

(Do you recall that no comma is used before the conjunction when it connects the two parts of a compound predicate?)

1341

1342

**We traded in our car because**

a. the engine burned oil, \_\_\_\_\_

b. the smooth tires, and \_\_\_\_\_

c. the body was rusty. \_\_\_\_\_

c. eating  
chocolates.

1611

1612

b  
(to) brush his  
teeth after  
every meal.

1881

- a. dangling word group      b. *is when or is where* error  
c. incorrect omission of words

We would appreciate your keeping a watchful eye on the companions whom he associates.

We would appreciate your keeping a watchful eye on \_\_\_\_\_

1882

lay

2150

PRESENT  
lie (to rest)

PAST  
lay

PAST PARTICIPLE  
(have) lain

Use these rhymes to remember the forms of this verb:

"Yes-ter-day  
In bed he lay."

"In pain  
He has lain."

The past participle of lie is \_\_\_\_\_

2151

a

2419

look      smell      taste      feel      sound

When these verbs show no action but are used as linking verbs, they are followed by adjectives that describe the subject.

Underline the correct word:

Our garden looks (*beautiful, beautifully*) in the spring.

2420

singular

2688

In this and the following frames, underline the pronoun (and sometimes the verb, too) that is appropriate for formal writing or speaking. Watch out for one sentence in which the sense makes the use of a plural pronoun necessary to refer to *everyone* or *everybody*.

A person cannot select (*their, his*) own ancestors.

2689

equipment—  
duplicator—

2957

Use a dash to indicate hesitation in speech or a broken-off sentence.

a. "She—she broke my dolly," sobbed little Linda.

b. "If he ever asks to borrow my car again—"

In which sentence does the dash indicate hesitation in speech? \_\_\_\_\_

2958

girl's, men's,  
ladies'

3226

Copy the correct words:

(*They're, Their*) testing (*it's, its*) engines before taking off.

3227

	<p>a. They have improved the design of the car.</p> <p>b. A crowd was standing around the car.</p>	
adverb	In one sentence the phrase can be moved; in the other it can't.	
262	Which sentence contains an adverb phrase? _____	263
	<p>In a previous lesson, you saw that an <i>adverb clause</i> can often be shifted from one position to another.</p> <p><b>I watched television after I studied.</b></p> <p>Can the adverb clause <i>after I studied</i> be moved to another position? (Yes, No)</p>	
clumsy		
532		533
	<p>We have now become acquainted with three kinds of word groups that are used like adjectives to modify nouns.</p> <p>ADJECTIVE PHRASE: <b>a girl with a dog</b></p> <p>ADJECTIVE CLAUSE: <b>a girl who was walking her dog</b></p> <p>PARTICIPIAL PHRASE: <b>a girl walking her dog</b></p> <p>All three word groups modify the noun _____.</p>	
train		
802		803
	<p>Putting an adverbial modifier, now and then, ahead of the subject adds variety to your writing. It also creates a greater feeling of (<i>suspense, confusion</i>).</p>	
b		
1072		1073
	<p>The circus is a national institution    a part of our national tradition.</p> <p>_____</p>	
fires and		
1342		1343
	<p>Fish jump out of the water</p> <p>a. to shake off parasites, _____</p> <p>b. to catch flies, and _____</p> <p>c. escaping enemies. _____</p>	
b. the tires were smooth, and		
1612		1613



c  
the companions  
with whom he  
associates. *or*  
... whom he  
associates with.

1882

- a. dangling word group      b. nonparallel construction  
c. faulty comparison

**We trust that you will find him one of the best, if not the best,  
camper at Michiwaki.**

**We trust that you will find him one of the best \_\_\_\_\_**

1883

(have) lain

2151

Complete these memory rhymes:

**"Yes-ter-day**

**In bed he \_\_\_\_\_."**

**"In pain**

**He has \_\_\_\_\_."**

2152

beautiful

2420

**A field of sweet clover *smells* very pleasant.**

In this sentence, the "sense" verb *smells* is used as (*an  
action, a linking*) verb.

2421

his

2689

**I believe that everyone should set a reasonable goal for  
(*themselves, himself*).**

2690

a

2958

Use a dash to indicate a sudden turn in the thought before  
an idea is completed.

**"We stopped at—what was the name of that town?"**

Supply the missing punctuation:

**"That car    well, I just can't describe it."**

2959

They're, its

3227

Copy the correct words:

**(*Your, You're*) the only one (*who's, whose*) not going.**

3228

	<p>An adverb phrase can usually be shifted about. Therefore it can be several words away from the verb it modifies.</p> <p>a. <i>On the first automobiles</i>, solid rubber tires were used.  b. Solid rubber tires were used <i>on the first automobiles</i>.</p> <p>The adverb phrase is farthest from the verb it modifies in sentence _____.</p>	263	264
Yes	<p><b>The teacher scolded the little girl</b> <i>who wandered away from the group</i>.</p> <p>Can the adjective clause <i>who wandered away from the group</i> be moved to another position? (Yes, No)</p>	533	534
girl	<p>To change a sentence to a participial phrase is simple.  <i>(We) heard a loud crash. We rushed to the window.</i>  ↓  <i>Hearing a loud crash, we rushed to the window.</i></p> <p>To change the italicized sentence to a participial phrase, drop the subject <i>We</i> and change the verb <i>heard</i> to the present participle _____.</p>	803	804
suspense	<p>Another reason for departing from the usual subject-first word order is to give emphasis to a particular idea. On entering your room, you would be more likely to notice a piece of furniture if it (<i>were, were not</i>) in its usual position.</p>	1073	1074
institution, a	<p><b>You can't change your face</b>    you can change your expression.</p> <p>_____</p>	1343	1344
c. to escape enemies.	<p><b>Rosemary does her work</b></p> <p>a. with willingness, _____  b. quickly, and _____  c. accurately. _____</p>	1613	1614

c  
campers at  
Michiwaki, if not  
the best.

1883

# Lesson 53 Keeping Your Mind on the Subject

[Frames 1885-1927]

lay, lain

2152

PRESENT: *Lie down. Don't lie in the sun. The rug lies on the floor. Your letter is lying on the desk.*

Fill in the correct words:

I asked Mother to \_\_\_\_\_ down, but she was already  
\_\_\_\_\_ down.

2153

a linking

2421

**A field of sweet clover *smells* very pleasant.**

Because *smells* is used as a linking verb, it is followed by the (*adjective, adverb*) pleasant.

2422

himself

2690

**No one must be made to feel that (*he is, they are*) forced to contribute.**

2691

car—well

2959

Use dashes to set off a sharp interruption in the thought of a sentence.

**Once—and once was enough—I investigated a hornet's nest.**  
Insert the sentence **that's our dog** on the blank line, and punctuate it:

**Patty \_\_\_\_\_ first noticed the flames.**

2960

You're, who's

3228

In each of the remaining frames, you will find four phrases, in one of which the capitalization is incorrect. Copy this *one* phrase only, making the necessary corrections.

- a. her new spring outfit      c. read "the thing in the pond"  
b. in a Buick car              d. at the Overton High School

3229

	<p><b>A pot of stew was simmering on the stove.</b></p> <p>This sentence contains both an adjective phrase and an adverb phrase.</p> <p>The adverb phrase is the (<i>first, second</i>) phrase.</p>	
a		
264		265
	<p>An adjective clause must always follow the noun or pronoun it modifies.</p> <p>Can an adjective clause ever come at the very beginning of a sentence? (<i>Yes, No</i>)</p>	
No		
534		535
	<p><b>I picked up the hot pan. (<i>I</i>) <i>thought it was cold.</i></b></p> <p style="text-align: center;">↓</p> <p><b>I picked up the hot pan, <i>thinking it was cold.</i></b></p> <p>To change the italicized sentence to a participial phrase, drop the subject <i>I</i> and change the verb <i>thought</i> to the present participle _____.</p>	
hearing		
804		805
	<p>In the very same way, a word that has been moved from its usual position attracts more attention.</p> <p>The normal word order of an English sentence is—</p> <p style="text-align: center;"><b>Subject—Verb—Complement</b></p> <p>If we put the complement first, it would attract (<i>more, less</i>) attention.</p>	
were not		
1074		1075
	<p><b>Suspected of being a spy    the man was shadowed day and night.</b></p> <p style="text-align: center;">_____</p>	
face. You or face; you		
1344		1345
	<p><b>The squaws spent their time</b></p> <p>a. tanning hides, _____</p> <p>b. meat was cured, and _____</p> <p>c. sewing moccasins. _____</p>	
a. willingly,		
1614		1615

A singular subject requires a singular verb; a plural subject requires a plural verb. This is what we mean when we say that the subject and verb must agree in number.

**We Washes Cars**

This sign, seen on a garage, looks absurd because the subject **We** is plural, but the verb **Washes** is \_\_\_\_\_.

1885

lie, lying

PAST: Yesterday I *lay* in bed until noon. Dad *lay* back in his chair and took a nap. The food *lay* on the table all day.

*Lay* is the past form of the verb \_\_\_\_\_.

2153

2154

adjective

Underline the correct word:

**The old house smells** (*musty, mustily*).

2422

2423

he is

Each girl is encouraged to join a club of (*their, her*) own choice.

2691

2692

—that's our dog—

Use either a dash or a semicolon before the words **for example** when they follow a complete statement.

**Many words imitate sounds—for example, crash, bang, splash.**

Would a semicolon serve equally as well as a dash in this sentence? (*Yes, No*)

2960

2961

c. read "The Thing in the Pond"

a. a great author  
b. a shot for the Flu

c. my father's uncle  
d. at Niagara Falls

3229

3230



second

**We saw through the telescope the outline of a ship.**

The adverb phrase is the (*first, second*) phrase.

265

266

No

a. **The chair collapsed** *when I sat down.*

b. **I sat on a chair** *which was broken.*

In which sentence can the clause *not* be moved to another position? \_\_\_\_\_

535

536

thinking

*(Bob) needed a haircut. He looked for a barber shop.*

↓

*Needing a haircut, he looked for a barber shop.*

In changing the italicized sentence to a participial phrase, we lost the subject \_\_\_\_\_.

805

806

more

**Terry would not accept this money.**

The noun **money** is the (*subject complement, direct object*) of the verb **would accept**.

1075

1076

spy, the

**The telephone operator wears a headset** leaving her hands free to operate the switchboard.

1345

1346

b. curing meat,

**The Owens want a house**

a. with a fireplace, \_\_\_\_\_

b. having a garage, and \_\_\_\_\_

c. with a screened porch. \_\_\_\_\_

1615

1616

singular If all agreement errors sounded as bad as "We Washes Cars," we would have no problem. However, we cannot always trust our ears in selecting a verb to match the subject. Without stopping to think, underline the verb which sounds right to your ear. (Don't score your answer right or wrong.)

1885 **One of you (*is, are*) always teasing the other.** 1886

lie PAST PARTICIPLE: **She *has lain* in bed most of the day. The dog *must have lain* down in the mud. This rug *has lain* there for years.**

2154 The past participle of lie that should be used after any form of have or be is \_\_\_\_\_ 2155

musty **The old house smells *musty*.**

2423 The adjective *musty* is correct because it modifies the noun \_\_\_\_\_ 2424

her We should elect someone who can give all (*his, their*) time to the organization.

2692 2693

Yes a. Our dog has several bad habits for example, chasing cars.  
b. Our dog has several bad habits for example, chasing cars.

2961 In each sentence, insert a different punctuation mark before for example. 2962

b. a shot for the flu a. for Mother's Day c. south of the park  
b. a college football star d. a school in the south

3230 \_\_\_\_\_ 3231

When we have two (or more) prepositional phrases in a row, each phrase can modify a different word.

We put a drop of water under the microscope.

first

The phrase of water modifies the noun drop.

Which word does the adverb phrase under the microscope modify? \_\_\_\_\_

266

267

b

- a. The chair collapsed when I sat down.  
b. I sat on a chair which was broken.

Which sentence contains an adjective clause? \_\_\_\_\_

536

537

(Bob) needed a haircut. He looked for a barber shop.

Bob

Needing a haircut, he looked for a barber shop.

Bob

To let the reader know the name of the person you're writing about, you must substitute Bob for the pronoun \_\_\_\_\_ in the main statement.

806

807

direct object

- a. Terry would not accept this money.  
b. This money Terry would not accept.

Which sentence gives greater emphasis to the direct object money? \_\_\_\_\_

1076

1077

headset, leaving

The textile mill closing hundreds of employees were thrown out of work.

1346

1347

b. with a  
garage, and

We shall need a board

- a. six feet in length,  
b. two feet wide, and  
c. one inch thick.

1616

1617

If *are* (wrong)  
sounded right,  
you will see  
why you can't  
always trust  
your ear.  
1886

a. One is stuck.

b. One (of the wheels) is stuck.

Sentence *a* doesn't indicate whether **One** means a key, a window, a seat, or a wheel. We therefore add the prepositional phrase **of the wheels** to make our meaning clear.

The subject in both *a* and *b* is the pronoun \_\_\_\_\_ 1887

lain

Fill in the missing forms of *lie*:

PRESENT

PAST

PAST PARTICIPLE

lie (to rest)

\_\_\_\_\_

(have) \_\_\_\_\_

2155

2156

house

When a sentence states that something has a certain *look, taste, smell, feel, or sound*, the "sense" verb is then used as (*an action, a linking*) verb.

2424

2425

his

**Any girls interested in this job should see Miss Lane as soon as (*they, she*) can.**

2693

2694

a. ; or —  
b. — or ;

The frames that complete this lesson provide good opportunities for using semicolons, colons, and dashes effectively. In several sentences, either one of two marks would be considered correct. Do not add any commas.

**Before twenty-one, a girl tries to look old after twenty-one, she tries to look young.**

2962

2963

d. a school in  
the South

a. the Hale drug company

b. next Tuesday night

c. a French horn

d. his idea of God

3231

3232

Two (or more) prepositional phrases can also modify the same word.

**Dad flew to Houston on Friday.**

put

The phrase **to Houston** modifies the verb **flew**.

Which word does the phrase **on Friday** modify? \_\_\_\_\_

267

268

- a. The bank discharged the employee *who gambled*.  
b. The bank discharged the employee *because he gambled*.

b

In one sentence the clause can be shifted; in the other, it can't.

Which sentence contains the adjective clause? \_\_\_\_\_

537

538

If you lose a noun when making a participial phrase, put this noun back at the *beginning* of your main statement.

*Aunt Mae lives alone. She is often lonesome for company.*

he

Fill in the blank space:

*Living alone, \_\_\_\_\_ is often lonesome for company.*

807

808

**Frank certainly was a hero.**

b

The noun **hero** follows the linking verb **was** and is therefore a (*subject complement, direct object*).

1077

1078

**The water level was dropping    all danger of a flood was past.**

closing, hundreds

1347

1348

**A real friend is**

- a. considerate, \_\_\_\_\_  
b. helpful, and \_\_\_\_\_  
c. sympathizes with you. \_\_\_\_\_

1617

1618



One of the wheels is stuck.

One The noun **wheels** is not the subject of the above sentence.  
It is the object of the preposition \_\_\_\_\_.

1887

1888

**To lay** means "to put down or to place something."

You *lay* a book on the table, money on the counter, a package on the floor.

lay, (have) lain

PRESENT

PAST

PAST PARTICIPLE

lay (to put)

laid

(have) laid

2156

The past and past participle forms are (*alike, different*). 2157

The use of **badly**, instead of **bad**, after the linking verb **feel** is widespread in informal usage, even though it violates our general rule.

a linking

**I feel (*bad, badly*) about it.**

Since **feel** is used as a linking verb in this sentence, the adjective (*bad, badly*) is correct in formal writing or speaking.

2425

2426

they

**Every applicant is asked whether (*they have, he has*) had any experience.**

2694

2695

old;

**Their lemon chiffon pie well, I just can't find words to describe it.**

2963

2964

a. the Hale  
Drug Company

3232

A prepositional phrase can modify the object of the preceding prepositional phrase.

**The family lived on the edge of a great forest.**

flew

The phrase **on the edge** modifies the verb **lived**.

Which word does the phrase **of a great forest** modify?

268

269

There are only a small number of *clause signals* that generally start adjective clauses:

a

**who (whose, whom), which, that**

These adjective clause signals are (*the same as, different from*) those that start adverb clauses.

538

539

Which of two sentences you subordinate depends on which idea you prefer to put in the background of the sentence.

Aunt Mae

a. *Reaching for the sugar, I knocked over a glass.*

b. *I reached for the sugar, knocking over a glass.*

Which of the two sentences emphasizes the accident that occurred? \_\_\_\_\_

808

809

subject  
complement

a. **A hero Frank certainly was.**

b. **Frank certainly was a hero.**

Which sentence gives greater emphasis to the subject complement **hero**? \_\_\_\_\_

1078

1079

dropping. All  
or  
dropping; all

**Ellen gets angry over trifles but forgives and forgets quickly.**

1348

1349

c. sympathetic.

1618

## Lesson 45 Putting Sentences into Parallel Construction

[Frames 1620-1647]

	<p><b>One of these steaks . . . enough for a meal.</b></p> <p>The verb has been omitted from this sentence.</p> <p>The verb we choose should agree in number with the word (<i>One, steaks</i>).</p>	
of		
1888		CONTINUED ON PAGE 2 1889
	<p><b>PRESENT                      PAST                      PAST PARTICIPLE</b></p> <p><b>lay (to put)                      laid                      (have) laid</b></p> <p>Use the verb <b>lay</b> only when the sentence tells <i>what</i> was <b>laid</b> (put) somewhere.</p> <p><b>George had laid his cards on the table.</b></p> <p>What <i>was laid</i> on the table? _____</p>	
alike		CONTINUED ON PAGE 2 2158
2157		
	<p><b>We feel <i>unhappy</i> about losing the game.</b></p> <p><b>We feel <i>bad</i> about losing the game.</b></p> <p>In both sentences the verb <b>feel</b> is followed by an adjective.</p> <p>Are both sentences correct? (<i>Yes, No</i>)</p>	
bad		CONTINUED ON PAGE 2 2427
2426		
	<p><b>Everybody was happy, and I didn't want to spoil (<i>their, his</i>) fun.</b></p>	
he has		
2695		CONTINUED ON PAGE 2 2696
	<p><b>Campers are expected to supply the following items    sheets, blankets, pillowcases, and towels.</b></p>	
pie—		
2964		CONTINUED ON PAGE 2 2965

	Remember—	
edge	A prepositional phrase that modifies a noun or a pronoun is called an <i>adjective phrase</i> .	
269	A prepositional phrase that modifies a verb is called an _____ <i>phrase</i> .	CONTINUED ON PAGE 1 270
	a. while, when, as if, because, unless, although, etc. b. who (whose, whom), which, that	
different from	In which group are the clause signals that are used to start adjective clauses? _____	
539		CONTINUED ON PAGE 1 540
	a. <i>Reaching for the sugar, I knocked over a glass.</i> b. <i>I reached for the sugar, knocking over a glass.</i>	
a	Which sentence emphasizes the action that led to the accident? _____	
809		CONTINUED ON PAGE 1 810
	<b>His strong, calloused hands were no strangers to work.</b>	
a	The most common position of adjectives is ( <i>before, after</i> ) the nouns they modify.	
1079		CONTINUED ON PAGE 1 1080
	<b>Cheap paper is made from wood pulp    high-grade paper is made from rags.</b>	
trifles but	_____	
1349		CONTINUED ON PAGE 1 1350
	Parallel construction is a way of streamlining your writing—of giving your sentences smooth, clean lines. It is based on a very simple idea: Say similar things in a ( <i>different, similar</i> ) way.	
		CONTINUED ON PAGE 2 1620





# INDEX

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